

HR Manager - AdvancePierre Foods • Vineland, NJ

Job Description

AdvancePierre Foods, a leader in the food industry, is a rapidly growing company that values a talented, diverse and dedicated workforce. We have an opening for **Human Resources Manager with Union/Labor Relations experience**. Our rapid growth allows us to provide a wide array of developmental opportunities, and we reward associates who are results-oriented, live up to their commitments, and who can align their work activities with the goals of the organization.

GREAT BENEFITS! (Medical, Dental, 401K Match) COMPETITIVE SALARY!

GENERAL JOB SUMMARY

Responsible for Human Resources and associate relations, recruitment and hiring according to approved staffing levels, oversees salary administration, and associate relations. Responsible for compliance with all company policies and procedures respecting the workplace. Support the Plant Manager and his or her team in meeting the financial objectives of the plant. This position is the professional conscience of the plant, representing the Company and setting the tone for the level of professionalism, ethics, integrity, and interpersonal relations. This position has responsibility for compliance with state and federal regulatory departments/agencies. Therefore, while it reports directly to plant manager on day-to-day operations, the position also reports directly to the Director, Human Resources. Position has the direct responsibility to promote and maintain a level of professionalism in associate relations at all levels, including the temporary hourly associates that clearly represents Company's culture, focusing on the company's core values, core purpose and adherence to the corporate compliance program and ethical business practices.

ESSENTIAL JOB FUNCTIONS

Recruitment, Staffing, On Boarding and Engagement

- Works with plant management to maintain budgeted staffing levels
- Responsible for the administration of the plant affirmative action plan.
- Direct responsibility for on-boarding, including the paperwork, introduction and orientation of all management and supervisory associates. This includes but is not limited to: writing letter of introduction detailing responsibilities, ensuring a job description is written or updated, welcome at staff meeting, assistance with written orientation program, etc.
- Designs and leads the on-boarding and orientation program for all associates (regular full-time and hourly associates) and coordinates with safety and quality functions to deliver a broad education of our business.
- Monitors all activities and provides appropriate counsel and direction to supervisory team regarding associate relations to minimize turnover and maximize engagement.
- Direct responsibility for daily interaction with plant associates and supervisors. Maintains a visible presence in the plant environment; keeps abreast of associate concerns and needs. Communicates and keeps plant management informed of potential problems or issues.

Wage and Salary Administration

- Direct responsibility for the performance review system. Ensures all associates are reviewed by their immediate supervisor at a minimum of once a year.
- Responsible for fair and equitable administration of the pay structure within the plant facility.
- Administration and Compliance
- Direct responsibility for staffing and supervision of the Human Resources office.
- Direct responsibility for plant compliance with all state and federal agencies/departments including but not limited to:
 - Immigration and Naturalization Service (includes verification system)
 - Department of Labor
 - Equal Employment Opportunity Commission
- Direct responsibility for maintaining personnel files.
- Direct responsibility for tracking associates' attendance and turnover. Conducts exit interviews and communicates findings to plant management and corporate human resources.
- Recommends training needs to plant management and Corporate HR. Secures resources (or is the resource) to deliver specified training.
- Oversight responsibilities for ensuring policies are administered in a fair and equitable manner.
- Other duties and responsibilities as may be assigned by plant management and/or Corporate Human Resources.

Financial

- Participate and assist in preparation of annual operating budget.
- Manage staffing and turnover to minimize expense.
- Manage safety to minimize expense and loss ratio impact.

KNOWLEDGE/SKILLS ABILITIES

- Must have UNION experience
- Supervisory experience and computer skills required.
- Experience in manufacturing, warehousing or similar industrial operations, Food/CPG a plus.
- Administrative experience in basic compensation and incentives, staffing (hourly and supervisory), safety, training, and compliance.
- Experience in non-union maintenance concepts and practices a must.

EDUCATION/EXPERIENCE

- Minimum 5-7 years of experience in associate relations and overall Human Resources.
- Experience managing 200 employees in manufacturing Union/Labor Relations environment.
- Undergraduate Degree in Management or Human Resources or equivalent required, advanced degree in Labor/IR/ER preferred.

If you are interested in this great opportunity with a competitive salary, please apply now!

Apply on Company Website

Job ID: 2017-232

<http://www.careerbuilder.com/job/J3F5F8781SP1Y8G1C8P?ipath=JRG6&searchid=701749fb-4c41-48ca-8b9a-2288af1e5209&siteid=cbnsv>