

Human Resources Representative - (1pm-10pm Shift)

Ready Pac Produce, Inc Swedesboro, NJ, USA

Must be able to work onsite in Swedesboro, NJ during 2nd shift hours (Monday-Friday, 1pm-10pm)

Position Summary:

The Human Resources Representative will provide operational and administrative support to the Human Resources team, Operations team and hourly employees in a fast paced manufacturing environment.

Groupe Bonduelle is a company that is making a positive impact

Groupe Bonduelle is the world leader in ready-to-use plant-rich food. By joining our company you will have an opportunity to make a positive and sustainable impact on yourself, others and the planet. You will play an active part in our mission to inspire the transition toward a plant-rich diet to contribute to people's well-being and planet health.

Groupe Bonduelle Fresh Americas is the U.S. business unit of France based Groupe Bonduelle (BON.PA). We are the first business unit of Groupe Bonduelle to become a Certified B Corporation. We operate four processing facilities throughout the U.S. and employ nearly 3,000 Associates who focus on producing and bringing to market fresh vegetable products, prepared salads and plant-based meal solutions.

Groupe Bonduelle is a 170 year old French family-owned company that has been at the forefront of plant rich food innovations since 1853. Our ready-to-use plant-rich food products are grown on 173,000 acres by our grower partners and marketed in nearly 100 countries. The company currently employs more than 12,000 Associates globally.

Join us at Bonduelle Fresh Americas for an opportunity to advance your career in a culture that places people first. As a valued member of our company, you will have the opportunity to support our environmental and social initiatives to drive progress against our corporate social responsibility and B Corp certification ambitions. At Bonduelle Fresh Americas, we make contributing to a better future through plant-rich food our top priority.

What you will Do:

- Key Contributor on national projects and helps execute processes across the plant.
- Conducts entry-level ER investigations and partners with HR Manager to determine corrective disciplinary action.
- Assists HR team with recruiting efforts, including external hiring, temp conversions, onboarding and orientation.
- Works with the HR Manager on skills, developmental needs and career development.
- Strong knowledge of HR policies and procedures and ensures consistency in application.

- Collaborates with Team Leads on investigations and provides findings to the HRBP/Manager on a timely basis.
- Assists and coordinates round table meetings.
- Attends and actively participates in monthly HR Representative meetings across all plants.
- Counsel associates concerning work-related problems and/or concerns when necessary.
- Support the HR team on special projects and provide necessary data or support needed for the success of the project.
- Support I-9 and attendance program audits on a monthly and quarterly basis.
- Build and maintain relationships with other HR Reps in other plants and leverage best practices across plants.
- Support Sr. HR Rep (when needed) on all KPI/Reports on a weekly/monthly basis including Headcount, Turnover, Demographics and any other critical HR data.
- Assist on External Audit Document Control and provide any relevant information for 3rd party audits.

What you will Need:

- Bachelor's Degree in Human Resources or additional relevant work experience is required.
- 2-3 years of HR experience required.
- Previous experience in manufacturing or distribution center environment is strongly preferred;
- Ability to establish credibility as a trusted advisor.
- Strong verbal and written communication skills.
- Excellent computer skills including Google Suite and MS Office Suite.
- Ability to work well in a team environment and collaborate up and down the organization.

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