

## **Short's Brewing Company**

### **Job Description - Human Resources Manager**

#### **Reports To: The Executive Team**

#### **Description Summary:**

The Human Resources Manager is responsible for staffing, managing personnel issues, drafting and revising policies, handbook administration, and benefits administration. S/he will continue to build upon our amazing team of hardworking and dedicated staff members, keeping a pulse on all things related to human resources for our growing company. The Human Resources Manager's primary responsibilities include administering payroll and benefits, compensation, leaves of absence, hiring, recruiting, training, terminations, compliance, and employee relations within the company.

The Human Resources Manager is an at-will, salaried employee which reports to the Executive Team.

#### **Duties and Responsibilities:**

- Administer the human resources function and procedures for all company personnel.
- Maintain Employee Handbook by making recommendations, updating, communicating changes to management and staff, and distributing.
- Assist other managers with administering timely performance reviews.
- Serve as point person for ensuring appropriate staffing levels throughout the year.
- Train management staff on HR practices.
- Listen and respond to employee concerns. Train other managers to do the same.
- Attend interviews throughout hiring process to ensure successful new hires.
- Willingness to do things the hard way to ensure a great end result.
- Collaborate with owners and co-workers.
- Respond in a timely manner to inquiries regarding company policies, procedures, and programs.
- Make recommendations to help improve employee work relationships and morale while increasing productivity and retention.
- Implement new internal, local, State, and Federal policies as directed or when necessary.
- Handle all aspects of health benefits including administration, monitoring eligibility, new enrollments, renewals and open enrollment, terminations, and COBRA.
- Work closely with other managers to ensure job descriptions are accurate and up to date
- Maintain well-organized, compliant, accurate, and confidential personnel records and files.
- Manage all claims pertaining to Worker's Compensation, unemployment insurance, state disability insurance, etc.
- Complete government agency reporting requests.
- Work with payroll service to process bi-weekly payroll and ensure all employee information is accurate and up to date.
- Manage all leaves of absence, including keeping the company compliant, determining eligibility, communicating with employees on leave, and maintaining accurate records.
- Prepare necessary paperwork and handle all employee separations.
- Actively help managers with job postings, interviewing potential candidates, and on-boarding for new hires.

- Coordinate safety and harassment training regularly or as needed and in compliance with OSHA requirements.
- Maintain strict company compliance on all things related to local, State, and Federal regulations.
- Ensure all employees are working safely, are happy, and enjoy their jobs to the best of our ability.
- Meet regularly with the owners of the company as well as managers to ensure our high standards, commitment to quality, and company culture are maintained on all levels.
- Stay current on local, State, and Federal labor laws through professional affiliations, seminars, continuing education/training, and on the advice of consultants and attorneys.
- Continually evaluate departmental effectiveness and efficiency. Utilize technology and software to achieve these goals, as appropriate.
- Perform employee service functions by answering employee requests and questions.
- Conduct exit interviews if the appropriate Department Head is unavailable to do so.
- Recommend solutions to resolve chronic attendance difficulties.
- Provide advice and recommendations on disciplinary actions.
- Write disciplinary notes. Attend and witness disciplinary/termination meetings.
- Monitor scheduled absences such as holidays or travel and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services.
- HR Department members should never become romantically or intimately involved with co-workers/subordinates.
  - An effective leader must be above his or her own social agenda in the workplace.
- Perform other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Education, training, and experience:
  - Undergraduate degree in HR or related (e.g., graduate-level degree or education) from an accredited institution is required
  - Minimum of 5 years of Human Resources experience is required
  - At least two years of HR experience in a company with more than 100 employees
- Good writing, analytical, and problem-solving skills. Ability to type quickly and efficiently.
- Ability to communicate effectively and positively.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers, and facsimile machines.
- Ability to follow oral and written instructions.
- Ability to work well either alone or as part of a team.
- Proven ability to create presence in the business and apply advocacy skills to position HR as a strategic business partner.
- Working knowledge of federal and state laws/regulations relating to the human resources field.
- Demonstrates problem solving skills, for example, identifying and diagnosing performance gaps and recommending solutions to close these gaps.
- Business aptitude with the ability to see the big picture as well as the importance of day-to-day issues.
- Planning, budgeting, and organizational skills.
- Ability to develop and manage the execution of people related projects and measure the impact to

the business.

- Basic knowledge of the following aspects of HR management is required: workforce planning, employee engagement, succession management, performance management, retention.
- MS Word, Excel mastery (love of Excel is a must!), and Gmail/Google docs; ADP or other payroll processing platform.
- Has a love of the craft brewing industry.
- Enjoys working with a diverse group of employees in very different facets of business (restaurant, kitchen, manufacturing, administration, etc.).
- Culturally sensitive and empathetic.
- Has strategic insight and analytic rigor.
- Ability to manage complexity and ambiguity.
- Excellent written and oral communication skills.
- Ability to recognize critical problems and opportunities.
- Able to work effectively with and inspire HR Department support staff.
- Able to develop and maintain a positive and trusting relationship with company staff.
- Current on the latest changes to policies and legislation at local, state, and federal levels.
- Restaurant and/or alcohol beverage industry experience a plus.
- Manufacturing industry experience a plus.

**Physical Requirements:**

- Must possess a valid MI drivers license.
- Able to type quickly and efficiently.
- Ability to operate standard office equipment, including but not limited to - computers, telephone systems, calculators, copiers and facsimile machines. Provide excellent customer service through telephone, email, and in-person conversations.
- Effective verbal and written communication skills.
- Comfortable walking through the production and packaging areas of the plant; able to work around hot, cold, and hazardous materials and equipment.
- Consistently carry 10 pounds and occasionally lift and carry 50 pounds.
- Occasional bending, stooping, pushing, lifting, kneeling and reaching.
- Frequent reaching with hands and arms.
- Climb stairs several times a day.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to sit for extended periods; use hands to handle or feel and talk or hear.
- Must be comfortable in our loud brewery atmosphere and not have sensitivities to exposure to brewery chemicals.

All other terms and conditions as stated in Employee Handbook.