

Role: HR Manager
Client: Cabot Creamery / Agri-Mark, Inc.
Location: Chateaugay, NY
Reports To: SVP Human Resources

Company Overview

Working together, farmers can and do make a difference. Our rich tradition as a cooperative dates back to 1916 with the formation of our predecessor, the New England Milk Producers Association. The cooperative flourished during the twentieth century, and continues to flourish in the twenty-first. Our farmers take pride in their products and have the toughest milk quality standards in the market. If you enjoy healthy, delicious, award-winning dairy products, you can count on the fact that the pride of both our farmers and our employees are vital ingredients in everything we make. And remember, when you buy our dairy products, you are directly supporting more than one third of the dairy farm families in New England!

Summary

The Human Resources Manager reports directly to the SVP Human Resources and provides a high level of support and direction to all employees in their purview. This individual partners with management to provide strategic HR support, assists them in reaching core business goals, and provides guidance and programs which instill a productive and respectful working environment. In conjunction with all other HR team members the HRM brings consistency and professionalism to our workplace.

Responsibilities

- Responsible for analyzing stock status, sales trends and demand planning.
- Conduct all facets of Employee Relations including employee counseling, investigations and disciplinary activities. Provide Supervisor / Manager with advice and counseling in employee matters.
- Coach management and supervisory staff on dealing with employee issues as well as managing through the progressive discipline and documentation process.
- Provide recruitment assistance and coordination for open and new positions. This includes but is not limited to working with management to post jobs, source positions by advertising and pro-actively seeking qualified candidates, coordinating pre-screening calls and interviews, and administering the selection process with managers.
- Work closely with SVP HR and Compensation Specialist to determine appropriate employment offer, and assist with coordination and delivery of approved employment offers to selected candidates.
- Work closely with Compensation Specialist to conduct background checks, drug screens and physicals based on position and location and in support of the new hire onboarding process. Assist with coordination of random and post-accident employee drug screening as needed.
- Coordinate and conduct New Hire Orientation sessions that will provide and foster a positive experience for new employees and ensure they begin in the best possible environment.
- Design, coordinate, manage and/or conduct training sessions as needed. Training to include but not limited to sexual harassment, hostile work environment prevention, conflict resolution, and other training designed to foster a collaborative, healthy and safe workplace.
- In conjunction with Compensation Specialist, work to ensure Job Descriptions are developed for all positions in AOR which are consistently formatted and updated per established company guidelines.
- Coordinate Relocation Assistance for newly hired or transferring employees as needed. Determine relocation specifics and provide relocation support and guidance to assist in making the relocation event as smooth as possible for the new employee.
- Provide compensation and benefit assistance to employees and management by answering questions and/or supplying information. Assist new hires with their benefit enrollment process. Coordinate with the HR team to conduct the company's annual open enrollment process.
- Address questions on other HR programs, including but not limited to disability, workers' compensation, and FMLA claim management. Work with employees and managers to assist in the claim processes, and in the tracking of employees who are out of work due to an injury. Participate in injury / accident investigations and aid in the mitigation of future injuries.
- Provide support and advice to management and employees in administering human resource policies and procedures.

- Provide performance evaluation advice and direction to plant management on best practices and process as they evaluate their direct reports. Counsel management to improve employee performance by utilizing proper coaching techniques.
- Utilize and maintain HR Information System (HRIS) and Payroll Interface to update or initiate employee data. Enter new hires into the HRIS system, make necessary payroll changes, terminate employees as needed, and maintain employee records.
- Facilitate local employee communications for new hires, promotions, work anniversary recognition, and other announcements.
- Act as a resource for employees relative to Wellness offerings, and assist with on-going projects and activities. Coordinate Wellness / Employee Health initiatives to include annual flu shots, blood drives, and annual hearing tests.
- Work on a variety of special projects relative to the development and implementation of business unit and HR policies / programs, and on other tasks as assigned. Complete employment verifications, Department of Labor Form 25's, and Unemployment requests in a timely manner.

Minimum Qualifications

- Bachelor's Degree or equivalent required.
- Five (5) years relevant experience in a manufacturing or comparable environment.
- Excellent interpersonal, analytical, problem-solving and organization skills.
- Computer skills to include but not limited to Excel, Word, Outlook, Power Point and HRIS.
- A high degree of confidentiality, integrity, ethics and sound judgment.

- Ability to travel to other company locations by car is required.