



Human Resources Manager

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Human Resources Manager at our Memphis facility. This position reports to the Vice President of Human Resources and is responsible for all aspects of the Human Resources function at the plant level. The Human Resources Manager is a vital member of the plant leadership team and ensures Human Resources programs, policies and procedures support overall business objectives in a fast paced and dynamic manufacturing environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the staffing process to include recruitment, screening and interviewing, job offers and new employee orientation. Review and revise recruitment processes as needed, measure and analyze turnover rates, and manage retention initiatives. Assist with determining appropriate staffing levels in coordination with operations managers.
- Effectively manage employee relations to include performance management and discipline / discharge. Guide department supervisors and managers in handling of employee relations issues.
- Ensure policies and procedures are in compliance with State and Federal regulatory guidelines to include (but not limited to) FMLA, FLSA, OSHA, EEO, DOL, etc... Lead in the development, implementation and auditing of State specific policies. Observe notification and posting requirements.
- Coordinate and enforce Human Resources policy administration.
- Assist with evaluation and design of multiple benefit programs. Possess thorough understanding of benefit programs and ensure consistent application. Lead annual medical and dental open enrollment efforts including employee communications.
- Assist with compensation analysis, succession planning and development and implementation of strategic Human Resources initiatives.
- Guide employee training efforts at all levels. Work closely with department managers to evaluate, design and improve training procedures as needed.
- Ensure accuracy of all Human Resources records and maintain compliance with record keeping and retention policies.
- Represent Company at personnel hearings related to UI, Work Comp, etc...
- Track employee attendance and leave time, including vacation and medical leaves.
- Coordinate payroll function to ensure accuracy, timeliness and compliance.
- Undertake special projects related to Human Resources function.

QUALIFICATIONS

- Bachelor's Degree in Human Resources or related discipline. Additional professional, related certifications preferred.
- Strong generalist background, preferably in a manufacturing environment.
- Prior Human Resources Management experience or progressive responsibility in Human Resources positions.
- Working knowledge of State and Federal employment law and regulations required.
- A demonstrated customer service orientation.
- Excellent verbal and written communication skills.
- Must be able to handle a number of assignments and responsibilities while managing interruptions and changing priorities.
- Excellent computer skills (Microsoft Office Suite).
- Effective analytical, problem solving, administrative and organizational skills; ability to see the "big picture".
- Must be willing to take a hands-on approach.

City Brewing Company provides a competitive salary and benefit package that includes: Health, Life, Dental and Long Term Disability Insurance; Section 125; 401(k); and more. If you are interested in joining our team, please send your resume, including salary requirements, to:

Human Resources
City Brewing Company
925 Third Street S.

La Crosse, WI 54601

or email to jobs@citybrewery.com subject line: HR Manager - Memphis

This position will remain open until filled; submissions reviewed upon receipt. City Brewery is an equal opportunity employer.