



Human Resources Manager

City Brewing Company, a leading contract manufacturer in the beverage industry, has an opening for a Human Resources Manager at our Latrobe, PA facility. This position manages all aspects of the Human Resources function at the plant level and ensures that programs, policies and procedures support the overall business objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES, include, but are not limited to:

- Plan, develop, organize, implement, direct, and evaluate the organization's employee relations program. Translate the strategic and tactical business plans into HR strategic and operational plans. Provide technical advice and knowledge to business unit leaders with regard to human relations, including progressive discipline, leave, FMLA, attendance, OSHA compliance, and workers' compensation. Keep abreast of changing laws, regulations and guidelines to ensure ongoing compliance with state employment law, EEOC, FMLA, state unemployment and workers' compensation law, FLSA, ADA, HIPAA, OSHA Code of Federal Regulations, Affirmative Action/EEO and ERISA.
- 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.
- Lead annual open enrollment efforts including employee communications. Possess thorough understanding of benefit programs and ensure consistent application.
- 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, Labor Agreements, etc...
- Responsible for developing and managing team members while establishing key strategies with a 3-5 year outlook. Responsibilities include maximizing team talent, setting goals and performance standards, assessing performance, and sourcing and selecting a competent, diverse workforce while encouraging an inclusive work environment. Expected to develop talent for future leadership roles and anticipate and plan for changes in staffing and business processes.

QUALIFICATIONS

- Bachelor's Degree in Human Resources or related discipline. Additional professional, related certifications preferred.
- Strong generalist background, preferably in a manufacturing environment.
- 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 (multi-task).
- Proficient in Microsoft Office software (Word, Excel, Outlook).
- Effective analytical, problem solving, administrative and organizational skills.

City Brewing Company provides a competitive salary and benefit package which includes: Health, Life, Dental, Short and Long Term Disability Insurance; Section 125; 401(k); and more. To learn more about us and to apply, please visit our website at www.citybrewery.com. Position will remain open until filled.