



## Human Resources Project Manager

City Brewing Company, a leading manufacturer in the beverage industry, has an immediate opening for a Human Resources Project Manager at our La Crosse, WI facility. This position will organize, manage, and plan complex projects driving programs, systems and process improvements using a data-driven focus that sets priorities for improvements aligned to ongoing strategic imperatives. To include programs such as performance management, talent acquisition, and talent development.

Responsibilities include, but are not limited to:

- Provide professional expertise and support in the design, development and implementation of the talent review process required to achieve business goals and the creation of an internal bench of top talent.
- Collect, analyze and maintain data gathered to inform targeted leadership development.
- Research and assist in the development of PM training programs. Participate in organizational strategic planning and provide leadership for PM and QI policy development.
- Manage the maintenance and execution of the performance management system, including current job descriptions, standards of performance and performance evaluation instruments.
- Ensure that organization-wide talent management and PM initiatives are focused and aligned on improving operational and program efficiencies and effectiveness.
- Recruit full-time, part-time, temporary, and intern personnel. Manage full life cycle recruitment (post, source, prescreen, schedule, background, references, offer, onboarding, etc.). Complete hiring process within defined metrics to minimize overall time-to-start. Develop appropriate marketing strategies, define roles and responsibilities of hiring team, and develop service-level agreements to ensure an effective and efficient recruitment lifecycle while minimizing cost-per-hire.
- Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.
- Serve as a business partner with hiring managers to develop effective sourcing and recruitment strategies that result in customer satisfaction. Develop effective relationships within the organization and the hiring community to have influence and impact the recruiting process and hiring.
- Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning.

Qualifications:

- Bachelor's Degree in Human Resources or related field. Current professional HR certification or ability to obtain within one year of employment.
- 10+ years of broad HR experience including talent management and performance management.
- Recent experience recruiting in multiple discipline areas and levels, including hiring for nonexempt, exempt and leadership positions using a variety of channels.
- Experience designing, developing and supporting organization-wide talent management programs.
- Previous experience in capturing metrics and producing various employment reports. Experience with applicant tracking systems and affirmative action plan requirements.

City Brewing Company provides a competitive salary and benefit package including: Health, Life, Dental and Long Term Disability Insurance; Section 125; 401(k); and more. For more information about us, and to apply, please visit [www.citybrewery.com](http://www.citybrewery.com)