



## Human Resources Manager

We at **Peirone Produce** are currently looking for an experienced **Human Resources (HR) Manager** to join our team. Our reputation has been built on the solid foundation of integrity, high-quality products, competitive prices, and unmatched customer service.

The **HR Manager** will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy. This position will report directly to the Corporate Controller with a dotted line to the company President and CEO.

### **Essential Responsibilities:**

- Employee management, counseling & oversight, including but not limited to:
  - Oversight of Time & Labor Module tracking
  - COVID tracking (as needed)
  - Counseling & Disciplinary actions
  - Answering questions & explaining policies as needed (open door policy).
- Responsible for organizational compliance with federal and state laws, and Company policies pertaining to all employee matters.
- Be a trusted advisor to the Company's senior leadership, functioning as the expert on people and organizational issues while providing guidance on managing complex and sometimes sensitive employee relation matters.
- Manage employee communication and feedback through such avenues as scheduled meetings, suggestion programs, employee satisfaction surveys, and performance reviews.
- Maintain the Employee Handbook and recommend and implement personnel policies and procedures as they align with the Company operations while creating the desired work culture environment.
- Provide mentoring and coaching in the areas of employee counseling, disciplinary action, and employee development.
- Develop and manage the execution of employee engagement activities including employee recognition and awards programs, hiring and orientation process, and performance evaluation and promotions.
- Reimagine the recruiting process to compete and win the best talent for the organization
- Assist with the annual open enrollment by working with our benefits broker and our Parent Company's VP of HR
- Develop & maintain formal onboarding & off boarding procedures.
- Oversee bi-weekly payroll administration & processing using the Paylocity HRIS platform.
- Leave and Workers Comp Management, Compliance and Reporting:
  - Manage light duty employee return-to-work program.
  - Quarterly reports for State of Washington.
  - Incident reporting.
- Prepare/manage necessary reporting for:
  - EEOC (reported up to Parent Company)
  - Union Dues
  - Union Pension and Health & Welfare
  - 401k (reported up to Parent Company)
  - Child Support/Garnishments

### **Desired Minimum Qualifications:**

- Five years progressive experience in human resources & payroll with strong knowledge of employment laws, regulations.
- Superior interpersonal and mentorship skills
- Extensive knowledge of labor and employment law
- Bachelor's degree preferred or an equivalent combination of education and experience may be considered.
- Demonstrated ability to communicate, present, & influence others credibly and effectively at all levels of an organization.
- Ability to accurately manage complex payroll processes via the Payroll platform
- Demonstrated ability to develop strong collaborative relationships to gain support and achieve goals.
- Comprehensive knowledge and working experience with compliance regulations and requirements.
- Proficiency with Microsoft Office products.
- SPHR/PHR, or SHRM-CP certification required.
- Paylocity experience a plus, or another cloud based HRIS system.
- Union environment experience is a plus!

### **Why Join Our Team?**

**Peirone Produce** has been in business for 77 years. During that time **Peirone** has become known as one of the premier suppliers for supermarkets and in Washington, Idaho, Montana, and Oregon. We are the employer of choice for hardworking and results-orientated produce professionals. We offer our team members competitive wages and a great benefits package.

We seek only those who stand out above the rest—progressive thinkers who push our company forward in a positive way. We work in a supportive team environment and in addition to our amazing culture, our employees enjoy many perks, below are a few of the highlights:

- **Salary Range: \$75,000-\$85,000 DOE**
- Medical/Dental/Vision/RX Insurance Benefits - **Peirone pays 100% of the premium for the employee and over 90% for your dependents!**
- Employee Assistance Program available for employee & family!
- 401k Retirement Plan with an amazing Company match!
- Subsidized life Insurance for you and your family
- Company Paid Long-Term Disability Insurance
- Short Term Disability, Cancer Insurance and other offerings
- Vacation starts after your first year
- Six Paid Holidays, with two personal float holidays
- Paid Sick Days
- **Amazing Employee Discount Program to Include:**
  - **Warehouse Purchases on the best produce around!**
  - **URM Cash & Carry Discount**
  - **Company Car Auctions**

Peirone Produce is an equal opportunity employer and provides equal employment opportunities to all individuals regardless of Race, Religion, Color, National Origin, Citizenship, Sex, Sexual Orientation, Gender Identity, Age, Disability, Ancestry, Veteran Status, Genetic Information, Service in the Uniformed Services or any other classification protected by state or federal law. We are also committed to providing a work environment that is free of all forms of discrimination, regarding recruiting, hiring, training, promotions, compensation, and all other conditions of employment. The selected candidate must be able to successfully complete a pre-employment background check, and drug test, as URM is a drug free workplace (*including marijuana*).