



Human Resource Director

Western Milling, a large Commercial Feed Manufacturer in Western United States is seeking a highly motivated individual for the position of **Human Resource Director**.

This position is based at Western Milling headquarters located in **Goshen, California**. We are seeking an individual who is a self starter, proactive and has the ability to communicate with all levels of employees. He/She is responsible for planning and administering policies relating to all phases of human resource activities by performing the following duties.

RESPONSIBILITIES:

- Provide guidance to managers in matters related to HR Policy and procedures, disciplinary counseling and employee status changes
- Identify legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Design plans and implements the Company's employee relations programs, safety programs, policies and procedures.
- Maintains good communication and positive relationships with employees and management to promote employee satisfaction.
- Recruit, interview, and select employees to fill vacant positions.
- Keep records of benefit plan participation such as insurance and retirement plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Respond to inquiries regarding policies, procedures, and programs.
- Administer performance review program to ensure effectiveness, compliance, and equity within organization.
- Administer salary administration program to ensure compliance and equity within organization.
- Administer benefit programs such as life, health, dental and disability insurances, Retirement plans, vacation, sick leave, leave of absence, and employee assistance.
- Administer the safety program to ensure a safe environment and compliance with all applicable laws.
- Coordinate employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Represent organization at personnel-related hearings and investigations.

QUALIFICATIONS:

- Bachelor's degree in Human Resource Management, Business or other closely related field
- Minimum 5 years experience in Human Resources
- PHR certification preferred but not required.
- Experience with ADP payroll a plus
- Excellent customer service skills, and detail orientation.
- Demonstrates ability to organize and multi-task.
- Strong verbal and written communication skills.
- Bilingual in Spanish preferred, but not required

We offer a competitive base salary with bonus opportunities and a benefit package that includes, medical, dental, life insurance, and 401k.

Please Submit Resume with Salary Requirements to:

Human Resource Department
thaugen@westernmilling.com
P.O. Box 1029, Goshen, CA 93227. Fax (559) 651-0407.