



JOB POSTING

Human Resources Manager

Company: POM Wonderful
Location: Del Rey, CA
Department: Human Resources
Reports To: Director of Human Resources in Los Angeles
Status: Exempt

SUMMARY

POM Wonderful is a rapidly growing, fun, fast –paced, consumer-driven food and beverage company based in Los Angeles, California and is the largest producer of the Wonderful Variety of Pomegranates in the United States. The company also produces a line of all-natural, 100% pomegranate juices, an iced tea line and POM Pills. With incredibly high levels of naturally occurring polyphenol antioxidants, POM Wonderful Products help guard your body against free radicals, nasty little molecules that emerging science shows may be linked to disease. That's a real super power.

This ground floor opportunity offers a chance to work with a great finance team and a company emerging into International Markets. We are seeking an individual who is a self starter, proactive and has the ability to communicate with all levels of management.

To learn more about POM Wonderful please visit our website www.pomwonderful.com

The HR Manager for our POM Wonderful plant will provide leadership for employee relations activities and initiatives in a manufacturing environment consisting of 100-200 employees year round and up to 1,000, 3 months of the year during harvest. He/She is responsible for planning and administering policies relating to all phases of human resources activity by performing the following duties personally or through subordinate employees.

RESPONSIBILITIES:

- 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.
- Provide guidance to managers in matters related to HR Policy and procedures, disciplinary counseling and employee status changes.
- Advise management in appropriate resolution of employee relations issues.
- Recruit, interview, test, and select employees to fill vacant positions.
- Plan new employee orientation to foster positive attitude toward company goals.
- Keep records of benefit plan participation such as insurance and pension 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.



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- 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, pension 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.
- Prepare reports and recommend procedures to Vice President and Director.
- Represent organization at personnel-related hearings and investigations.
- Directly supervises (#) employees in the Human Resources Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS:

- Bachelor's degree in Liberal Arts, Science, Business or related field
- Minimum 5 years experience in Human Resources, including experience in labor relations, safety, salary and bonus planning, manpower planning, recruiting and staffing
- Experience handling hiring aspects of manpower fluctuation during peak seasons.
- Successful execution of process improvement projects
- Experience with upload, download and analysis of data using automated HR systems, proficient in Microsoft Office
- Excellent customer service skills, and detail orientation.
- Demonstrates ability to organize and multi-task.
- Strong verbal and written communication skills.
- Bilingual in English and Spanish verbal skills required, reading and writing skills preferred
- Training or certification in Lean Manufacturing a plus

To APPLY:

Please go to <http://www.pomwonderful.com> or email Denise Bonder, dbonder@roll.com