



Human Resources Manager

LOCATION: Fresno, CA
DEPARTMENT: HUMAN RESOURCES
REPORTS TO: PRESIDENT
STATUS: EXEMPT

SUMMARY: Vie-Del Company is a family owned business and a major producer of brandy, wine and juice concentrates operating two facilities in the San Joaquin Valley.

The Human Resources Manager will be responsible for managing, overseeing and directing the Human Resources Department. The individual must be aware of local, state and federal employment guidelines, manage payroll issues, maintain employee records. He/She must possess a strong bias for action and a keen sense of urgency. Displaying leadership qualities and behaviors is required.

ESSENTIAL DUTIES: Include the following areas (but are not limited to):

PERSONNEL
PAYROLL
COMPANY BENEFITS
RECRUITING AND HIRING
DISCIPLINE
LABOR RELATIONS
EEO/AFFIRMATIVE ACTION
SUPERVISORY DUTIES

QUALIFICATIONS: A Bachelors Degree with an interdisciplinary background in appropriate fields and 5 years related experience or equivalent combination. Proficiency using Microsoft Word, Excel and other computer applications desirable. Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of organization. Ability to effectively present information, both verbally and in writing.

Some week-end work may be required. Regular Attendance is an essential duty.

Qualified applicants should submit resume with salary history and cover letter to:

Vie-Del Company
P.O. Box 2908
Fresno, CA 93745
info@vie-del.com
EEO/M/F/H/V

No phone calls please.