



Bellingham Cold Storage

Job Description – Human Resources Manager

Job title: Human Resources Manager

Work Location: BCS Main Office

Division/Department: Management/Administration

Reports to: President & CEO

Supervises: Sr. Payroll & Benefits Specialist, Payroll Specialist, HR Generalist, and Receptionist

Full-time

Exempt, Salaried

Job Summary:

The Human Resource Manager will develop and implement HR strategies and initiatives aligned with BCS overall company strategy. This position is directly responsible for leading all human resource functions including compensation, payroll and benefits management, collective bargaining and labor relations, training and development programs, performance management processes in collaboration with other managers/departments, recruiting and employee onboarding, and compliance with applicable employment laws and regulations.

Other responsibilities include managing the reception staff and reporting on quarterly department statistics and KPIs.

Essential Job Functions:

1. Strategic partner in talent acquisition to meet business operations including managing effective employment branding, recruitment programs, selection processes, hiring and onboarding activities. Maintains focus on hiring and onboarding to ensure a diverse, inclusive workforce representing the company's core values.
2. Maintains and updates personnel policies and procedures, best practices manual, BCS code of conduct and BCS core values. Meets with employees individually and in groups, as necessary, to explain personnel policies and programs.
3. Develops and manages a competitive and equitable compensation system by preparing and updating job descriptions, performing job audits, obtaining comparable salary information, coordinating performance review process, and recommending annual salary adjustments. Also supervises the payroll function.
4. Manages benefits programs which includes Leading the BCS private medical clinic coordination/communication, provides benefit information to employees, recommends and oversees benefit plan changes, and coordinates employee benefit feedback process. Also coordinates COBRA administration.
5. Manages labor relations activities including collective bargaining, contract management and compliance, grievance processing, etc.
6. Plays an active role in employee relations. Assists supervisors and managers in resolving personnel problems; provides advice and counseling on a wide-range of human resources subjects. Assists employees in resolving work-related problems.
7. Coordinates and supports the organization's Diversity, Equity and Inclusion (DEI) program. Conducts or coordinates workplace investigations as needed.

8. Manages the Worker's Compensation Program, including communications with the Department of Labor, coordinating the light-duty/return to work program, OSHA monitoring and reporting. Identifies areas of risk and suggested improvements in the area of worker safety.
9. Responsible for making presentations to various groups (employees, managers, and Board of Directors) on human resource policies and programs.
10. Maintains all personnel, payroll and benefit records both through the HRIS system and physical files. Participates in the payroll/benefit audit functions as needed.
11. Develops and coordinates professional development program, to include on-site and off-site training opportunities.
12. Assures compliance with relevant state and federal employment laws and regulations through research and consultation with legal counsel.

OTHER JOB FUNCTIONS:

13. Assists in the organization of company-sponsored events, activities, and functions.
14. Conducts research and collects data on human resource programs and practices as needed.
15. Performs special projects as assigned that may include extensive research, public contact, and report writing.

QUALIFICATIONS:

Knowledge of:

- Modern principles and practices of Human Resources management
- Federal, state and local laws pertaining to Human Resources management, labor relations, Equal Employment Opportunity and Affirmative Action.

Ability to:

- Develop, implement, and manage sound Human Resource and administrative practices and procedures.
- Excellent active listening, negotiation, and presentation skills.
- Develop and implement goals, objectives, and budget for Human Resources department.
- Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- Ability to collect, compile, and analyze information to increase efficiency.
- Demonstrated proficiency in Microsoft Suite and other software. Experience with Paycom a plus.
- Physical ability to perform the essential job functions including, but not limited to, sitting, traveling, communicating (verbal and written), and computer keyboard manipulation. The employee is occasionally required to reach with hands and arms, stoop, kneel and lift/move up to 15 pounds.

Education and Experience:

- Bachelor's Degree in Human Resources, Business Administration or related field with SHRM or HRCI certification highly preferred. Direct hands-on Human Resources experience may be substituted for full educational requirements.
- Five or more years management-level experience in HR program management.
- Experience and responsibility for recruitment and selection, employee relations, policy development, benefits administration, compensation administration, and worker's compensation administration required.
- Experience with labor relations and collective bargaining highly preferred.
- Experience with Covid-19 Safe Work Plan development and management.

License:

- Valid Washington State driver's license at time of hire in order to operate vehicle for work-related travel.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.