



Human Resources Manager Job Description

Summary

The Human Resources Manager at KettleHouse Brewing Company (KHBC) is responsible for assessing the hiring needs of this growing company, overseeing the recruiting, interviewing, and hiring of new staff, and developing programs that meet the needs of employees for meaningful work, growth, challenge, communication, and effective leadership. The Manager is responsible for all of the processes and systems related to the people of KHBC. The expectation for the person in this role is to effectively partner with the company's leaders and their teams to provide inspirational and effective leadership for all employees throughout KHBC. It is also a requirement for this individual to strongly represent KHBC's mission and core values to all internal and external stakeholders.

This job is a regular, full-time (40 hours/week) position based in Bonner, MT. Salary DOE.

Essential Functions

- Work with the management team to assess hiring needs and help develop new positions and job descriptions.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, and employee referrals.
- Review employment applications to match applicants with job requirements.
- Interview job applicants to obtain information on work history, training, education, or job skills.
- Conduct reference or background checks on job applicants.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Develop and manage an onboarding process for KHBC.
- Prepare job descriptions and update them as changes occur.
- Maintain and update all human resources documents, such as organizational charts, employee handbooks, and performance evaluation forms.
- Work with the safety team to maintain safety training documentation including safety audits and training.
- Confer with management to develop, revise, and/or implement personnel policies or procedures.
- Conduct exit interviews with employees leaving the company.
- Advise managers on organizational policy matters in everything from employee conduct to sexual harassment.
- Continually build and develop core HR data and processes, such as job analysis, onboarding, employee evaluation, compensation philosophy, etc

- Serve as a link between management and employees by handling questions, interpreting and administering policy and helping resolve work related problems.
- Ensure the planning, monitoring, and appraisal of employee work results by training and mentoring managers to coach and discipline employees.
- Review and modify compensation and benefits policies as needed to establish competitive programs and ensure compliance with legal requirements.
- Follow budgets for personnel operations.
- Address employee relations issues, such as work complaints, harassment allegations, or other employee concerns.
- Work with our legal HR resources to ensure that we are in compliance with Montana state law when handling employee issues.
- Perform potentially challenging staffing duties, for example, concerns regarding staffing levels, mediating disputes, termination of employees, and administering disciplinary procedures.
- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions.
- Represent and reinforce the KHBC culture through training and serving in an advisory capacity for management.
- Other duties as assigned.

Qualifications Required:

- Minimum of Bachelor's Degree in a Human Resources related field or equivalent number of years of experience.
- Minimum 3-5 years of related experience with progressive HR practices.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Ability to actively listen, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Proven ability to "read people" and exercise effective judgment with related issues and challenges.
- Demonstrated experience motivating, developing, and directing people as they work, identifying the best people for the job.
- Incredibly strong communication skills, both verbally and in writing.
- Technologically proficient, with experience using common office software applications.
- Demonstrated exemplary follow-through skills; ability to oversee, track, and complete complex projects.
- Demonstrated ability to achieve objectives through influence rather than authority; effective team player at all levels of an organization.
- Ability to develop specific goals and plans to prioritize, organize, and accomplish job responsibilities.
- Demonstrated ability to effectively lead and manage people in a respectful and productive manner.
- Hunger and initiative to continually learn and develop HR acumen
- High degree of confidentiality and dependability

Physical Requirements:

This position requires the use of a computer 60% of the time and interacting face to face 40% of the time. The brewery has three locations and this position would be based in Bonner, MT with travel to the two Missoula locations required. A valid driver's license is required. The environment is at times a very industrial environment with loud noises, wet floors and machinery. Travel may be required.

Supervision Exercised:

None.

Decisions and Commitments:

All decisions and commitments regarding established KHBC employment policies are to be discussed with the Owners before changes are made.

Supervision Received:

This position reports to the Owner(s) of the company. Authority is granted to this position to determine proper priorities, procedures and work methods to be utilized in accomplishing the various goals required by KHBC, consistent with the responsibilities of this position.

KettleHouse Brewing Company is an Equal Opportunity Employer