



Human Resource Generalist

SUMMARY: We are a team of dedicated professionals committed to our world-class destination by providing excellence in customer service, working harmoniously across different business units. Our family-owned business puts employees first and believes in building up our team members to achieve their full potential. We strive to continue being a formidable example of superior customer service, world-class wines and spirits, experiential wine and food events, and recognition among the top-rated destinations in the state.

PURPOSE: To lead and execute the functions of the Human Resources Department, including recruiting, hiring, training, administering pay, benefits, and leave, ensuring company compliance, and overseeing employee relations.

PAY RATE: As noted in the offer letter

CLASS: Part-time

HOURS: 24-30 hours/week, flexible scheduling

REPORTING TO: LLC Managing Owner and Winery Managing Partner

RESPONSIBILITIES AND DUTIES

Include but not limited to:

- Establish and implement HR efforts that effectively communicate and support the company's mission and strategic vision.
- Maintains knowledge of trends, best practices, regulatory changes, and new technology in human resources, talent management, and employment law.
- Manages the talent acquisition process, including recruitment through appropriate and effective platforms, interviewing, and the complete hiring process of qualified job applicants.
- Analyze trends in benefits and compensation, researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Adept at creating training and development initiatives that provide internal development opportunities for employees as well as new hire orientation and training programs.
- Ensures compliance and reporting for all federal, state, and local employment laws.
- Oversee and foster a positive culture concerning employee relations and oversee corrective actions and a grievance administration process.
- Conducts audits of payroll, benefits, and other HR programs and recommends corrective action





- Together with Controller, ensures accurate and timely processing of payroll, including new hires, terminations, changes to pay rates, fringe earnings, salaries, tips and commissions, bonuses or other compensation, deductions and withholding, address changes, and other information.
- Administers employee insurance programs, including health, dental, and workman's compensation. Advises and informs employees of changes and developments related to benefits, including eligibility, coverage, and provisions. Completes records, reporting, and other documentation required by federal, state, and provider rules, regulations, and policies relating to payroll and insurance benefits. Monitors payroll and timekeeping systems and insurance carriers' reports and invoices to ensure the organization's compliance with plan requirements.
- Work with the company's executive management team to establish a sound plan of management succession that corresponds with the company's strategy and objectives.

QUALIFICATIONS

- Proven working knowledge of employment laws and practices.
- Experience in administration of benefits and compensation programs and other human resources programs.
- Evidence of practicing a high level of confidentiality, discretion, and integrity.
- Demonstrated conflict resolution skills.
- Excellent verbal and written communication.
- Excellent interpersonal and coaching skills.
- Excellent organizational skills.
- Proficient computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.

EDUCATION AND EXPERIENCE

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development.
- Three plus years of progressive leadership experience in Human Resources positions.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations preferred, but may be attainable in position.
- Society for Human Resource Management – Certified Professional (SHRM-CP) certification or similar, preferred but may be attainable in position.





PHYSICAL REQUIREMENTS

- Prolonged periods of desk/computer work.
- Must be able to lift and carry 15 pounds.
- Travel is required between 2 facilities while navigating different departments.

