

HR - Employee Relations Specialist

Dickinson Frozen Foods, Inc. - Fruitland, ID

Dickinson Frozen Foods is seeking a Human Resource Professional to focus on employee relations at our plant in Fruitland, ID. DFF is an industry leader in frozen food processing and combined with its affiliates employs over 1,000 employees across multiple sites.

This position oversees all aspects of HR. A primary objective of this position is to recruit, train, and retain quality employees for Dickinson Frozen Foods. The position also handles employee relations, ensures compliance with employment laws, employee training, and administration of corporate and plant specific policies relating to all phases of human resources activity.

JOB DESCRIPTION

Primary responsibility for employee relations, including but not limited to the following duties:

- Interviews workers and discusses with personnel, human relations, and work-related problems that adversely affect morale, health, and productivity.
- Evaluates and resolves human relations and work-related problems, and meets with management to determine appropriate action.
- Explains and provides advice to workers about company and governmental rules, regulations, and procedures, and need for compliance.
- Counsels employees regarding work, family, or personal problems which overlap with work
- Explains company compensation and benefit programs, such as medical, insurance, retirement, and savings plans, and assists with enrollment in specified programs.
- Develops, schedules, and conducts technical, management, and interpersonal skills training to improve employee performance.
- Attends conferences and meetings, as employee-management liaison, to facilitate communication between parties.
- Arranges for employee physical examination, first aid, and other medical attention as needed
- Participate in the recruitment process in consultation with hiring managers. Provide on boarding and orientations as required.
- Administer attendance program.

BACKGROUND PROFILE:

- Strong employee relations experience, preferably in a manufacturing environment
- Bachelors degree in Human Resources or related field preferred
- Current knowledge of HR and business related laws.
- Bilingual (English/Spanish)
- Ability to manage and administer a broad range of tasks including resolving complaints, counseling managers and employees on the interpretation of policies, and procedures.
- Excellent teamwork and collaboration skills. Ability to partner with supervisors and managers and to objectively coach employees.
- Previous experience staffing for both salaried and hourly associates preferred
- Ideal candidate to live in the Ontario, OR area

Salary DOE, full benefits, EEOC.

Interested candidates should send their resume to hr.eagle@df-foods.com