



Human Resources Manager

Spangler Candy Company, a world class candy manufacturer is currently seeking a **Human Resources Manager** to fill a full time position. Typical responsibilities of the **Human Resources Manager** include:

- Oversee the daily workflow of the Human Resources department.
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Manage the staffing process, including recruiting, interviewing, hiring and onboarding. Create and revise job descriptions.
- Ensure legal compliance by monitoring and implementing applicable employment law federal and state requirements, conducting investigations, and maintaining records.
- Maintain management guidelines by preparing, updating, and recommending company and human resource policies and procedures. Maintain and revise the company's handbook on policies and procedures.
- Provide advice, guidance and direction with interpretations of the union contract; recommends policy and contract changes.
- Monitor all benefit programs to ensure accurate and timely administration.
- Maintain affirmative action programs.

Skills and Qualifications:

- Bachelor's degree in Human Resource Management
- A minimum of three years of human resource management experience, labor relations and compliance.
- SHRM-CP or SHRM-SCP highly desired
- 2+ years of experience managing other HR professionals.
- Experience with union employees, contracts and negotiations.
- Strong collaboration, empathy, interpersonal, relationship building and communication skills.
- Apply discretion and maintain a high level of confidentiality when handling sensitive information.
- Working knowledge of employment laws and regulations.
- Exceptional communication skills, writing skills, interpersonal skills, and ethical mindset. Ability to prepare and give presentations.
- Adept to problem-solving and conflict resolution.
- Successful candidate will possess a positive, supportive and team oriented attitude. Ability to interact effectively with diverse work group at all levels.
- Ability to organize and manage multiple assignments with challenging timelines.

Work Location: In-person

Qualified individuals should apply to: <http://www.spanglercandy.com/about-us/careers>.

Competitive compensation and benefit package includes:

Medical, Rx, dental, vision, accident and life coverage, Company sponsored Health and Wellness Center that provides primary health care and wellness services at **no cost** to Spangler employees and their family member's located beside Spangler Candy, Paid vacation and holidays, 401k retirement program, Education reimbursement program, Company provided YMCA membership.

Spangler Candy Company is an equal opportunity employer and all qualified candidates are encouraged to apply including minorities, women, veterans and individuals with disabilities.