

Human Resources Manager

BiRite Foodservice Distributors is a family-owned business, started in 1966. Presently, the Company has 260 employees. We distribute dry and frozen groceries, fresh meats, chemicals, equipment, and supplies to restaurants, hotels, and institutional users throughout the Bay Area.

Currently, we have an opening for a Human Resources Manager. This position oversees and is responsible for all Company Human Resources activities.

- Major Duties and Responsibilities:
- Coordinate/Manage Employment policies and procedures (compliance, implementation & enforcement)
- Keep up to date with Employment and Labor Laws (employment, Affirmative Action, Wage and hour, Work Comp, Health Care Reform)
- Process all Worker's Comp paperwork, work with carrier to close claims quickly
- Oversee recruiting, hiring and termination process
- Work with Finance to reconcile benefit invoices
- Prepare health benefits and 401(k) packets for eligible employees. Assist employees in election health benefits and completing the necessary enrollment forms
- Conduct HR new hire orientations
- Full-cycle recruiting.
- Process and keep up with Leaves of Absence
- Employee Relations (prepare discipline write-ups, and in-person meetings and complaint investigations)
- Quarterly Safety Meetings (prepare Worker's Comp reports/inform management of the progress of claims)
- Turnover Reports
- Terminations (prepare paperwork, coordinate final paycheck, conduct/assist with the employee meeting)
- Administer DOT and Non-DOT Drug and Alcohol Program (Random testing/policies and procedures)

- Update HR/Payroll databases, update employee deductions, time off policies, health benefit policy rules/deductions. Set up new carriers
- Work with 3rd party vendors
- Process Verifications of Employment in a timely manner
- Update Company phone directory (monthly) and Organizational Chart
- Other tasks as assigned.

Minimum Required Qualifications:

- Ability to manage an effective recruiting process
- Ability to assess and analyze complex business/people issues to determine appropriate solutions
- Excellent interpersonal, verbal, and written communication skills
- Must have knowledge in Microsoft Office (Word, Excel, and Outlook), PowerPoint, PageMaker
- Work well with the management team
- The ideal candidate will be well organized
- Must be a team player and able to work harmoniously and effectively with others and perform well under Knowledge of Federal and State employment and labor laws and regulations
- pressure.
- Ability to prioritize in order to complete tasks on a timely basis despite frequent interruptions
- Detail-oriented, pick up tasks quickly and is able to handle multiple tasks simultaneously

Salary: DOE

Benefits: Great health benefits, matching 401(k), profit sharing, paid vacation, sick time, and holidays.

Position: Full Time, Regular