

## Human Resources Manager

Job Type:

- Full time salary
- Hours vary by season



## Full Job Description

Overview: Ramseyer Farms is seeking a Human Resources Manager to undertake a variety of HR administrative duties while supporting the overall mission of our agritourism business. This position works very closely with our team members and Management Team. The primary responsibilities of the position include recruiting, interviewing and hiring seasonal staff, training, scheduling, recordkeeping, and direct communication with our team members. Salary will be determined based on the education and experience of the candidate, as well as the agreed-upon scope of responsibility.

## General Responsibilities and Duties

Responsibilities include, but are not limited to:

- Overall planning, development and execution of the onboarding process
- Coordinating the recruiting process for seasonal team members
- Conducting in-person interviews and making recommendations for hires
- Managing HR documentation; providing team members with appropriate paperwork, collecting and organizing these documents while maintaining confidentiality
- Assisting with training and orientation and ensuring all team members have received adequate training
- Assisting in developing and/or updating HR related documents including job descriptions, team member handbook, etc.
- Working with the Operations Manager to create the work schedules in our scheduling software for seasonal team members in September and October
- Approving time off requests and making necessary schedule changes
- Communicating with supervisors and managers to discuss any issues/concerns with team members and scheduling
- Assisting with any necessary disciplinary actions involving seasonal team members
- Helping to maintain a clean, comfortable, and positive environment in our team member room
- Helping to ensure team members understand their responsibilities; being available to train, coach, and answer questions they may have
- Creating bi-weekly payroll reports
- Fostering positive employee relations by coordinating events and team member appreciation
- Helping to facilitate end-of-the season surveys and evaluations
- Maintaining a flexible spirit and assisting in other areas as needed (such as field trips, fundraisers, admissions, Country Store, farm activities, etc.)

## **Skills and Qualifications**

- Proficient computer skills – working knowledge of Microsoft Word, Excel, and PowerPoint, and the ability to learn and utilize our scheduling software and time clock system.
- Highly detail-orientated with excellent time-management and organizational skills
- Flexibility and willingness to adapt
- Must be friendly, positive and energetic with excellent interpersonal skills
- Comfortable working with a wide age range of people
- Excellent leadership skills including problem-solving, critical thinking and the ability to make decisions in a fast-paced, dynamic work environment
- Ability to develop plans for accomplishing assigned work and set priorities with a proper sense of urgency
- Excellent written and oral communication skills with the ability to present information in a clear, concise and confident manner
- Teachable attitude; willing to accept constructive feedback
- Excels in a team environment, comfortable collaborating with others
- Minimum of 1-3 years of HR experience preferred
- Experience with seasonal tourism industry preferred

**Submit your application here: [Human Resources Manager Application](#)**