

Human Resources Manager

Job Type: Full time July-November; part time flexible December-June



Full Job Description

Overview: Ramseyer Farms is looking for an efficient 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 all of our team members. The primary responsibilities of the position include recruiting, interviewing and hiring seasonal staff, training, scheduling, recordkeeping, frequent communication with the Operations Manager, and direct communication with our team members. The Human Resources Manager position is an hourly position and the pay rate is determined based upon the education and experience of the candidate.

General Responsibilities and Duties

Responsibilities include, but are not limited to:

- 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
- Helping to maintain a clean, comfortable, and positive environment in our team member room
- Helping to ensure weekday team members understand their responsibilities; being available to train, coach, and answer questions they may have.
- Ensuring team members rotate jobs throughout the day and receive their breaks
- Creating bi-weekly payroll reports
- Maintaining a flexible spirit and assisting in other areas as needed, such as in our farm activities, Country Store, or admissions
- Answering the phone when our secretary isn't able to
- Helping to plan and coordinate our team member party at the end of the fall season
- Helping to facilitate end-of-the season surveys and evaluations

Skills and Qualifications

- Minimum of 1-3 years of HR experience preferred
- 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 skills and organization
- Must be friendly, positive and energetic with excellent interpersonal and communication 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
- Teachable attitude; has the ability to accept constructive feedback

This Job is Ideal for Someone Who Is:

- People-oriented
- Adaptable/flexible
- Positive and encouraging
- Comfortable in a leadership role

Submit your application, resume and cover letter through our website

ramseyerfarms.com/employment

or click here to apply: [Human Resources Manager Application](#)