



Lynch Livestock, Inc.
Job Description:
Human Resource Director

SUMMARY:

Guides and manages the overall provision of Human Resources services, policies, and programs for the Company.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance
 - Able to work overtime as needed
 - Able to work holidays as needed
- Maintains the work structure by updating job requirements and job descriptions for all positions
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes
- Prepares employees for assignments by establishing and conducting orientation and training programs
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employees issues; counseling employees and supervisors
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records and representing the organization
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; participating in professional societies
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results
- Contributes to team effort by accomplishing related results as needed
- Liaison between management and employees
- Performs other duties as needed and/or assigned

QUALIFICATIONS:

- 5 or more years of experience in human resources preferred
- BA in Business Administration or Human Resource Management
- Strong problem solving abilities
- Excellent organizational and management skills
- Effective communication skills and the ability to handle multiple tasks all with an attention to fine detail
- Self-motivated, excellent communication skills, and be able to multi-task
- Maintain good relationships with all employees

WORK ENVIRONMENT:

The work environment and physical characteristics are representative of those that an employee encounters while performing the essential functions of this position. Refer to the “Essential and Marginal Function Analysis” statement for a complete description of essential functions and functional requirements.

EEO- Pre-Employment Drug Test and Post-Offer Physical

Revised July 2014