



HR Manager

POSITION SUMMARY

Lennard Ag Company is a family-owned, three-generations deep business that's been producing and delivering quality vegetables and grain crops since 1947. Specializing in potatoes and corn, we grow over 7,500 acres. We combine strong industry traditions with cutting-edge agricultural practices, advanced technology, and the latest management practices. Anchored by our strong history, Lennard Ag Company's modern operations are complemented by their care for the land, their community and the people with whom they work.

We have a great opportunity available for someone to join our progressive company at our Howe, IN location, as a **HR Manager**. This individual will be responsible for recruitment, employee relations, compliance and payroll tracking. They will also be focusing on partnering with department managers on ensuring they have the right talent, staffing and training for their department. Our organization has 60-75 employees depending on the season.

Please visit www.lennardag.com to learn more about our organization. Benefits for the position include health insurance, dental insurance and paid time off.

ESSENTIAL JOB FUNCTIONS

- **Recruitment (40%)**
 - Recruit for full-time and seasonal positions.
 - Full recruitment cycle strong emphasis on partnering with department managers. Develop postings with Manager, source candidates, screen, extend offers
 - Maintain candidate database
 - Attend 4-5 job fairs per year
 - Conduct orientation, on-boarding and safety training
- **HR Strategy (25%)**
 - Focus on developing employee engagement initiatives and programs
 - Partner and work closely with Department Managers on staffing, training and other HR initiatives needed to help drive performance in their departments
 - Develop process mapping for business procedures
 - Update roles and responsibilities and job descriptions
- **Employee Relations (15%)**
 - Manage worker's compensation
 - Partner with Managers on employee issues, complaints, staffing levels
 - Maintain employee handbook – update policies
 - Maintain accurate and updated employee files
 - Maintain health insurance information
 - Performance reviews and evaluations



➤ **Payroll Liaison (10%)**

- Partner with an external payroll processing vendor
- Enter and update employee information in payroll system including new hires, terms, tax info, pay increases
- Time clock/time card approval
- Review time and pay prior to processing

➤ **Compliance (10%)**

- Compliance with federal, state, local laws. Maintain required postings.
- Manage DOT compliance – Driver files, drug screening, driver background checks, medical certificates
- Manage OSHA compliance – MSDS books, injury reports, OSHA annual logs, ensure required training and certification tracking
- Partner with OSHA consultant on OSHA initiatives and develop safety training and procedures

Position Requirements

- BA in Human Resources or Business Administration or Business Management
- 4 plus years of Human Resources experience with recruitment and employee relations experience
- PHR preferred, not required
- Ability to work independently
- Ability to partner with several managers
- Ability to work with a remote manager