

Human Resources Leader

Summary/Objective

Human Resources (HR) Leader is responsible for guiding and managing the implementation of all HR services, policies, and programs for Cattle Empire LLC, a large family-owned cattle operation in Southwest Kansas. The HR Leader originates, leads, and manages practices to enhance an employee-oriented, high-performing culture.

Essential Functions

The HR Leader coordinates the implementation of all services, policies, and programs through a combination of hands-on activities and teamwork with the Chief Strategy Officer and Human Resources staff. The HR Leader is responsible to guide the company's Human Resources Department, assist and advise company leadership about HR issues, and report directly to the CSO. Areas of responsibility include:

- Recruiting and staffing.
- Employment and compliance regulatory concerns.
- Employee orientation, development, and training.
- Policy development and
- Employee relations and HR team leadership.
- Performance review and systems improvement.
- Compensation and benefits administration.
- Employee communications and team development.
- Employee safety, welfare, wellness, and health.

This position requires excellent communication skills, coaching ability, computer proficiency, and competency with a variety of software systems, including ADP and HRIS database management. The HR Leader must be prepared to implement programs, lead the company's HR team, and assist company leadership with all relevant HR issues. This position requires a high level of confidentiality and a background clear of any misconduct.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibility

This position has supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Noise levels are usually quiet.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must, occasionally, lift and/or move up to 50 pounds and bend. Visual requirements include close vision for reading computer screens, spreadsheets, and reports.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:30 a.m. to 5 p.m. and occasional Saturdays.

Travel

Minimal travel is expected for this position.

Required Education and Experience

Bachelor's degree or equivalent in Human Resources, Business Administration, and Organizational Development---Master's degree is preferred.

5+ years of progressively increasing leadership responsibilities in Human Resources.

Specialized training in employment law, compensation, employee relations, safety, training, and preventive labor relations is preferred.

Appreciation for agriculture industry and comfortable in a rural community Adaptability in an ever changing work environment.

Attention to detail, ability to follow instructions, and deliver a satisfactory product on time.

Critical thinking and problem solving skills.

Preferred Education and Experience

5 to 7 years' experience in a related position.

AAP/EEO Statement

Our Company is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which

is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state or local laws. CE is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- Human Resources: 5 years