Human Resources Manager

[John F. Martin & Sons, Inc](https://www.jfmmeats.com/)., headquartered in Stevens, PA, is a family-owned and operated organization, originating in 1932. Founded by a farmer, John F. Martin & Sons is a state-of-the-art manufacturer committed to providing only the finest meat and cheese products. A growing organization, John F. Martin & Sons continues to expand and now operates in three locations: Stevens, PA, Womelsdorf, PA, and, [Martin’s Country Market](http://www.martinscountrymarkets.com), a retail supermarket & grocery store located in Ephrata, PA. Now a fourth-generation family business, John F. Martin & Sons continues to stand on the founding principles of providing innovative products with the freshest ingredients possible.

John F. Martin & Sons, Inc. is seeking to hire a full-time Human Resources Manager to provide hands-on leadership at the Womelsdorf, PA, location. In partnership with the Director of Human Resources, the Human Resources Manager will facilitate benefits administration, employee relations, training, performance management, recruitment, onboarding, policy implementation, affirmative action, and employment law compliance. Additionally, this position will play an integral role in nurturing corporate culture and organizational health. The ideal candidate will combine an enjoyment of traditional human resources disciplines with a genuine care for employees and building relationships.

Position Qualifications:

* 5 years of demonstrated, successful human resources experience, required
* A minimum of 3 years of progressive leadership experience with the ability to influence and develop teams, essential
* Demonstrated proficiency with Human Resources Information Systems (HRIS) and Microsoft Office Suite, required
* Bachelor’s Degree in Business, Human Resources, or related field, preferred
* SHRM or HRCI Certification, a plus
* Excellent communication skills, both written & verbal. Bilingual, strongly desired
* Demonstrated community involvement, strongly preferred

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