

BARRY CALLEBAUT POSITION SPECIFICATION – HR Manager

We are an equal opportunity employer and value diversity in our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

About the role:

Barry Callebaut is a global organization poised for growth; a company which has embraced the vision to delight its customers, while out-performing its competitors, a business which is committed to sustainability, has innovation in its DNA, is a leader in complex manufacturing and supply chain solutions and is focused on being a best-in-class employer. Barry Callebaut seeks diverse and passionate people who thrive in a dynamic environment, focused on continuous learning, living BC's Values and of course loving chocolate.

The Human Resources Manager will effectively manage the day-to-day duties of the Human Resources function at our Sweets & Specialties Dunmore, PA manufacturing facility. As a member of the local management team, you will be a business partner helping design, drive and implement various HR and operational initiatives.

Key responsibilities include:

- Provide mentorship through planning, organizing, and implementing activities in support of plant operations
- Serve as functional resource for employee base, ensuring their understanding and compliance with benefits, HR policies, and regulations
- Drives and supports all employee engagement action planning execution and retention initiatives
- Ensure employee HRIS and filing systems are maintained
- Manage timecard and paid time off approval process
- Administer leave of absence programs including FMLA
- Perform recruitment and staffing activities (for exempt and non-exempt staff) including the management of postings, evaluation of applicants and any required pre-employment screening
- Support various audit processes
- Perform special projects as needed (i.e. implementation of policies and procedures, training in various programs, drive employee engagement and safety committees, etc.)
- Agency, HR and office management expenses invoicing, coding and approving
- Sponsor and partners with ES&H manager to lead safety programs
- Ensure successful roll-out and completion of Performance Management Processes for employee population. This includes educating employees and managers on goal setting, individual development plans, and mid-year and year-end reviews

- Educate employees on Health and Wellness policies
- Partner directly with local leadership to resolve employee issues and actively work with managers to improve engagement, retention, and performance
- Identify and implement training solutions for all departments within the facility
- Lead investigations and provide mentorship to managers and supervisors on disciplinary recommendations
- Utilize results from engagement surveys to build action plans and increase internal employee happiness
- Support managers in providing continuous performance feedback to employees
- Lead employee relation efforts, liaising with the Site Operations Manager to create and implement local and business aligned initiatives that promote effective employee and management relations
- Participate in development and implementation of plant's goals and objectives

Education:

- BA/BS in Human Resources Management or related field, or equivalent HR experience

Work Experience:

- 5 to 7 years of HR experience in food manufacturing
- Computer proficiency, including Microsoft Office Suite and experience with HRIS systems
- Safety advocate with general knowledge of OSHA regulations
- Proficiency of Federal and Pennsylvania State-level Employment labor laws
- ADP Workforce Now and Success Factors preferred Additional Requirements:
- Excellent verbal, written and presentation skills
- Ability to solve problems, make informed decisions and influence others
- Customer service oriented
- Strong MS Office skills required
- Ability to professionally manage highly sensitive & confidential information
- Ability to lead and influence others in a positive manner
- Ability to remain calm under pressure; comfortable addressing difficult situations
- Self-motivated; action and result-oriented; able to multi-task and manage/drive multiple projects simultaneously

- Detail-oriented and organized. Strong prioritization, decision-making and follow-up skills
- Ability to offer and promote a high level of internal customer service
- Ability to work with diverse personalities and multiple levels of employees
- Good listening, fact-finding, conflict management and interpersonal skills
- Participate in special projects as needed
- HR (PHR/SHRM) certification is preferred

What you can expect from Barry Callebaut:

- Competitive salary and comprehensive benefits package
- Paid time off, plus 12 paid holidays, plus your birthday off
- Environment that welcomes workplace flexibility
- An atmosphere where diversity is embraced, and inclusivity is second nature. We call it #OneBC! Just ask our champions with the Americas Women's Forum and the Racial Equality Forum!
- Ability to grow personally and professionally within an organization that values development and internal career growth
- Be part of our mission in making sustainability the norm through Forever Chocolate with priorities centered around prospering farmers, zero child labor, carbon and forest positive, and creating 100% sustainable ingredients in all of our products.

Apply at: [Manager, HR \(barry-callebaut.com\)](mailto:Manager, HR@barry-callebaut.com)