

Wise Foods Inc is currently seeking an HR Manager based in the Wilkes-Barre/Scranton PA area, supporting our Berwick Manufacturing facility and Remote Sales teams. This person partners with the HR Director and aids in leading and overseeing the delivery of HR policies and procedures to multiple manufacturing/distribution sites, to include, but not be limited to; talent management, employee and labor relations, pay and leave administration, succession planning, delivery of training, performance management, and HR investigations. This person is also accountable for leading a local team of HR professionals in supporting the achievement of the HR strategy, business priorities and key foundational programs.

Additional Responsibilities of this role include:

Responsible for the overall human resources function in manufacturing/distribution plant.

- Partners with HRIS Reporting Analyst in compiling statistical reports concerning personnel-related data such as hires, promotion, transfers, terminations, absenteeism, etc. to determine trends that can impact the business.
- Partners with Benefits Analyst to ensure related benefit plan compliance including but not limited to payroll deductions, medical insurance and 401k enrollment, and leaves of absences are in line with company policy and CBA documents, related with Workers' Compensation, FMLA, ADA, STD, COBRA, and any other law that has inherence in HR.
- Manages the recruiting work of a Sourcing Coordinator, partners with Recruiting Specialist, and participating as needed in screening, interviewing, and onboarding of new associates, both exempt and non-exempt.
- Counsels and trains management and supervisors on organizational policies and practices, such as equal employment opportunity, sexual harassment, fair wage hour and work condition practices, CBA interpretation, and recommends needed changes to ensure compliance with federal, state and local employment laws.
- Facilitates employee-supervisor-management conflicts, administers disciplinary procedures, and advises on inappropriate management procedures and recommends corrective action.
- Participates as a member of the LEO (local ethics team).

Demonstrates strong understanding of company and HR strategy, ultimately driving translation of strategy to multiple locations/sites through HR programs or processes and partnering with leaders to obtain business outcomes.

- Accountable for driving, delivering, and gaining early adoption of talent and development programs, individual development plans, succession planning, performance management, recruiting strategy and other corporately driven talent management programs for the company.
- Acts as a 'change agent' to effectively support cultural transformations in support of strategic initiatives.
- Monitors consistent compliance of personnel policies and procedures for multiple sites, across multiple States.

- Develops both Annual and three-year People Plan strategies, aimed at ensuring that business objectives and initiatives are achieved.

Supervise day to day Labor Relations activities to ensure good working relationships with multiple Labor Unions

- Participates as an active member of the team in negotiating Collective Bargaining Agreements with the best possible outcome for AC Food & Snacks in a timely and cost-effective manner. Develops the framework for the negotiation strategy for each of three Union contracts.
- Resolve day to day situations between employees and management. Making sure to comply with the bargaining agreement and applicable laws.
- Work with union representatives to create a better work environment by counseling them on benefits, wellness programs, and company initiatives.
- Receive and counsel any labor relations disputes through labor management meetings, resolving grievances, and participating in arbitration

Provides leadership, direction, coaching, feedback, and, where appropriate, discipline to and through subordinate team members

- Responsible for managing the Sourcing Coordinator in the implementation and administration of recruitment programs and processes to efficiently and effectively meet business needs
- Responsible for managing the HR Generalist in the implementation and administration of Workers' Comp, FMLA, AAP, and employee and labor relation issues.

QUALIFIED CANDIDATES have the following:

- Bachelor's Degree in Human Resources, Business or Management
- PHR/SPHR Certification and/or SHRM-CP/SHRM-SCP a plus
- 3+ years HR Generalist/HRBP experience
- 2+ years Compensation and Benefits experience
- 2+ years Talent Acquisition experience
- 1+ years Labor Relations experience
- Bilingual English/Spanish required

Wise Foods Inc. is a leading producer of salty snacks with a long heritage. Founded in 1921, Wise is a brand of tradition and authenticity that consumers have come to know and trust over the last 90 years. Since our inception, our iconic brand has symbolized great tasting snacks for many generations of consumers including potato chips; cheese flavored baked and fried corn snacks, tortilla chips, pretzels, popcorn, corn chips, onion rings and other assorted snacks. We market our products under some of the most recognizable brand names in the salty snack industry, including Wise, Cheez Doodles, New York Deli and Bravos. We also produce private label products for a number of retailers. Products are distributed using a direct-store-door ("DSD") delivery and merchandising system and sold in major

grocery retailers, neighborhood markets and urban bodegas, as well as established retailers in the mass, convenience store, drug, food service and club channels. Wise Foods is fully owned by Arca Continental, the second largest Coca-Cola bottler in Latin America and one of the largest in the world. We invite you to explore growing your career with Wise!