

Great opportunity to make a difference in the People function of our 108-year-old family-owned food manufacturing company! Must be a bright, motivated hands-on Human Resources professional with a passion for manufacturing and a desire to be a strong supporting partner in our 24/7 business.

**SUMMARY:**

Handle all aspects of the Human Resources function in our **Spokane, WA** manufacturing location. This is a one-person department in a small plant. Heavy emphasis in Talent Management, Training and Development, Employee Relations, Safety and Benefits.

**ABOUT YOU:**

- Bachelor's degree in Business, Human Resources or related field strongly preferred.
- Professional certification strongly preferred (PHR/SPHR or SHRM-CP/SCP).
- Minimum of 3 years HR generalist experience in manufacturing required.
- Previous experience with ADP Workforce Now strongly preferred.
- Strong ability to facilitate change and drive continuous improvement.
- Must be approachable with proven ability to establish effective working relationships with all levels of personnel. Sense of humor a plus.
- Take charge personality with the desire to "own" Human Resources function at the plant.
- Must be an appropriate professional representative of the business.
- Flexible work schedule needed to support plant operations.
- Effective written, verbal, interpersonal and presentation skills required.
- Experience working with diverse employee population preferred.
- High level of confidentiality required.
- Proven ability to effectively coach employees and management through complex, difficult or emotional issues.
- Must be able to walk on concrete floors, climb stairs occasionally and spend time in a production environment that can be hot and humid.

***Our company offers a competitive package including PTO, paid holidays, bonus based on performance, 401(k) with employer match, health, dental, vision, life insurance and short and long-term disability insurance.***

**Please email your resume and cover letter to: [mthielhelm@philamacaroni.com](mailto:mthielhelm@philamacaroni.com)**

Equal Opportunity Employer