

EMPLOYMENT OPPORTUNITIES

The employment opportunity(s) listed below had been provided to the Atlanta Workforce Development Agency as a courtesy to our customers. Please read each listing carefully to determine if you qualify for the posted position. Each announcement may have specific contact information or a process to apply for the position. You may be required to follow-up directly with the organization posting the position to determine whether your application is being considered. If you need additional information you may contact us at 404.546.3000.



Human Resources/Office Manager **Vie de France Yamazaki, Inc.** **Manufacturing Plant** **Atlanta, GA**

For over forty years, **Vie de France Yamazaki, Inc.** has been a national industry leader and a premiere manufacturer of the finest European breads and pastries.

To complete our **Atlanta, GA** plant management team, we are seeking an experienced, self-driven **Plant Human Resources/Office Manager** with a broad generalist background and experience in the manufacturing industry.

Ours is a "hands-on", "on-the-floor" HR position that is an essential part of our plant operations at this unionized facility quickly growing to be the home for nearly 100 employees.

We're looking for someone with a positive attitude and strong work ethic who will have a full range of generalist responsibilities including:

Employee Development

- Recruiting
- New hire orientation
- Developing and administering training programs

Employee Relations

- Liaison with labor union representatives
- Conducting investigations and managing grievances
- Collaborating on contract negotiations
- Managing consistent and equitable application of company policies
- Counseling employees and management

Safety

- Coordinating and facilitating plant safety activities and training events



Food Safety

- Coordinating and facilitating plant food safety compliance activities and training events

Compliance

- Ensuring compliance with all Federal, State, and local labor laws.
- Developing plant-specific human resources policies, programs, and procedures
- Maintaining all OSHA documentation and accident/injury reports.

Administration

- Payroll processing
- Benefits administration
- Maintaining employee records

To qualify, candidates must have:

- ✓ 5+ years of experience as a generalist in Human Resources, preferably in a manufacturing setting
- ✓ Supervisory Experience
- ✓ Experience working in a union environment with investigations, grievances, arbitrations and contract negotiations
- ✓ Ability to manage multiple projects and prioritize effectively
- ✓ Proficiency with Microsoft Office software

Outstanding candidates will possess:

- ✓ Fluency in Spanish
- ✓ An undergraduate degree in Business or a related field
- ✓ PHR/SPHR certification
- ✓ Foodservice experience

Benefits include:

- ✓ Multiple medical plans
- ✓ Prescription Plan
- ✓ Disability Plans
- ✓ Vision Plan
- ✓ Flexible Spending Accounts
- ✓ Company provided and Supplemental Life Insurance Plans
- ✓ 401(k) Retirement Savings Plan
- ✓ Dental Insurance
- ✓ Vacation and Sick Leave
- ✓ Holidays
- ✓ Credit Union

Send resumes to: susan.craig@vdfy.com; Susan Craig is the Sr. Director of Human Resources