

JOB DESCRIPTION

Title	Human Resource Manager	Department	Management & Administration
Location	Davis, California	Date	10/2020
Position ID#	30	Status	Full Time

POSITION SUMMARY

GreenVenus, LLC is focused on accelerating innovation in agriculture with proprietary products and platforms enabling sustainable food production for a growing population. With next generation plant propagation, speed breeding, and technologies for hybridization of crops, GreenVenus seeks to improve the quality of food for consumers and benefits for growers.

We are seeking a Human Resource Manager Human to plan, direct, and coordinate the administrative functions of an organization. This position will oversee the recruiting, interviewing, and hiring of new staff; consult with GreenVenus leads on strategic planning; and serve as a link between an organization's management and its employees.

Reports to:

Supervisory: None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Staffing, includes the activities of hiring new full-time or part-time employees, hiring contractors, and terminating employee contracts.
 - Identifying and fulfilling talent needs (through recruitment, primarily)
 - Utilizing various recruitment technologies to acquire a high volume of applicants (and to filter based on experience)
 - Terminating contracts when necessary
 - Maintaining ethical hiring practices and aligning with the regulatory environment
 - Writing employee contracts and negotiating salary and benefits
- Development, includes on-boarding new employees and providing resources for continued development.
 - Training and preparing new employees for their role
 - Providing training opportunities (internal training, educational programs, conferences, etc.) to keep employees up to date in their respective fields
 - Preparing management prospects and providing feedback to employees and managers
- Compensation, includes identifying appropriate compensation based on role, performance, and legal requirements.
 - Setting compensation levels to match the market, using benchmarks such as industry standards for a given job function
 - Discussing raises and other compensation increases and/or decreases with employees in the organization
 - Ensuring compliance with legal and cultural expectations when it comes to employee compensation
- Employee relations, includes coordinating and mediating disagreements
 - Handle staffing issues, such as mediating disputes and directing disciplinary procedures
 - Discussing employee rights with management and stakeholders
 - Acting as the voice of the organization and/or the voice of the employees during any broader organizational issues pertaining to employee welfare
- Administer employee-related services such as payroll and training,
- Administer payroll procedures, prepare reports for the accounting department, and resolve any payroll problems or discrepancies. Ensure that all aspects of payroll are processed correctly and on time.
- Administer worker's compensation alongside the EH&S committee.
- **Work with Management to develop a recruiting strategy that helps them meet the staffing needs of GreenVenus and compete effectively for the best employees.**
- Attract, motivate, and keep qualified employees and match them to jobs for which they are well-suited.

- Oversee recruitment, interview, selection, and hiring processes.
- Consult with company Leads regarding the organization's strategic planning and talent management issues.
- Plan and coordinate the workforce to best use employees' talents. Identify ways to maximize the value of the employees and ensure that they are used as efficiently as possible.
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- Consult with managers, advising them on human resources issues.
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- Oversee employment policies. Handle labor complaints between employees and management, and coordinate grievance procedures.)

EDUCATION

- Bachelor's degree Human Resources strongly preferred and 5+ years experience
- Courses in subjects such as conflict management or industrial psychology advised
- Licenses, Certifications, and Registrations desirable

DESIRED KEY COMPETENCIES

- Dedicated to the Company with a willingness to commit time, effort and energy to the success of corporate initiatives. Experience of start biotech environment is a plus.
- Demonstrates exceptional written and oral communication skills.
- Demonstrates the highest ethical standards, trustworthiness and confidentiality.
- Interest and focus on assisting, serving, counseling, or teaching other people.
- Interest and focus on influencing, motivating, and selling to other people.
- Strong decision-making skills. Able to balance the strengths and weaknesses of different options and decide the best course of action.
- Strong interpersonal skills to regularly interact with people, collaborate on teams, and must develop positive working relationships with colleagues.
- Ability to take initiative and consistently use discretion while maintaining confidential information.
- Strong organizational skills to manage several projects at once and prioritize tasks.
- Strong speaking skills to give presentations and direct staff. Must clearly communicate information and instructions to employees.
- Maintains a high degree of accuracy with specific attention to details.
- Exceptional planning, organization and execution skills.
- Ability and willingness to prioritize and realign priorities when situations change.
- Independent self-starter capable of handling a fast-paced, multi-tasking environment, and prioritize effectively.
- Ability to interpret and effectively execute upon a variety of instructions provided in written, oral, diagram or schedule format.
- Demonstrated proficiency in all Microsoft Office Suite products, including Word, Excel, and PowerPoint.
- Management positions typically require an understanding of human resources programs, such as compensation and benefits plans; human resources software; and federal, state, and local employment laws.
- Experience doing payroll and working with ADP preferred.

WORK ENVIRONMENT

- Work full time during regular business hours in an office setting.
- May require working after normal business hours.
- May travel to visit other sites as well as to attend professional meetings or recruit employees.
- **Frequent:** Speaking; hearing; sitting; use of hands/fingers.
- **Occasional:** Standing; walking indoors; reaching with hands and arms; lifting and/or move up to 30 lbs.
- **General:** Typical office environment with computers, printers and light traffic

Work Authorization: U.S. Work Authorization

Start Date: ASAP

Position: Full time

Compensation: Salary based on experience with a competitive benefits package.

Location: Davis, California, USA

Instructions: Email resume and cover letter to hr@greenvenus.com with “**30 – HR Manager**” in the subject line.

GreenVenus, LLC is an Equal Opportunity Employer. The Company considers all applicants for all positions without regard to race, creed, color, national origin, ethnic origin, sex, age, religion, disability, marital status, sexual orientation, citizenship status, or military service.

GreenVenus, LLC offers competitive compensation, benefits, and opportunities for advancement.