



SEEDING IDEAS™
SINCE 1911

Human Resource Manager, Crookham Company, Caldwell, ID

Post Date: 10/18/21

Close Date: 11/01/21

Employment Type Full-Time, Salary with Benefits

Compensation: DOE

Job Type: HR Manager

Education: Bachelor's Degree

Experience: 3+ years' work experience

Industry: Agriculture - Seed Production & Distribution

Manages Others: Preferred

Relocation: No

Required Travel: Limited

Company Summary:

Crookham is a local family-owned seed company founded over 110 years ago to meet the country's popcorn seed demand and has grown to provide specialized production, breeding and distribution of hybrid sweet corn, popcorn and onion seeds domestically and internationally. Through the years the Company has gained a reputation for its decisiveness, integrity, innovation and a high level of energy and drive. It is a company dedicated to its customers and employees alike and looking for a new member to join its team.

Job Summary:

Manages company HR needs including keeping up on all State and Federal labor laws, I9 forms, hiring, onboarding, securing specific labor needs by department and skills, schedule seasonal labor needs, working with contractors and backing up other Admin departments.

Responsibilities:

- Evaluate applicants for hiring.
- Maintain Employee manual.
- Assist employee with paperwork, onboarding, and HR related training.
- Manage all State and Federal regulations including I9 forms.
- Manage employee identification badges which includes timeclock system.
- Oversee the company's Employee files.
- Work with Safety Manager on Workman's comp issues and insurance carrier.
- Continuously scout for new talent.
- Oversee Employee/Employer relationships.
- Maintain employee performance reviews with managers and supervisors.

- Oversee records for CDL drivers including DOT requirements.
- Maintain Veterans Log and EEOC reports.
- Review unemployment claims.
- Write and place job advertisements on various recruitment platforms.
- Maintain a strong relationship with all departments and see to their seasonal labor needs.
- Maintain a year-round (seasonal) labor schedule for all departments.
- Train employees on various HR related topics.
- Among other responsibilities.

Education & Experience:

- Three or more years of experience in HR
- Advanced Proficiency in Excel and Word is required.
- Experience in championing change, building, and sustaining relationships and exercising sound business judgment.

Key Skills & Competencies:

- Accuracy and attention to detail required.
- Must be a self-starter, highly motivated, and capable to work with minimal supervision.
- Must demonstrate high professional standards of execution of duties, including but not limited to, exceptional interpersonal skills (oral and written in English).
- Demonstrates ability to develop and implement actions plans and complete large projects.
- Ability to effectively communicate with diverse groups of managers and personnel.
- Strong leadership, supervisory, and training skills.
- Ability to provide vision and direction to others.
- Bilingual is a plus.

To apply please submit your resume to:

ccoinfo@crookham.com

For questions: 208-459-7451