



JOB TITLE: Human Resources Manager **LOCATION:** Charlottesville

REPORTS TO: Vice President of Finance **FLSA STATUS:** Exempt

SUPERVISES: HR/Benefits Generalist, Payroll Specialist, HR & Exec. Assistant

JOB SUMMARY:

The Human Resources (HR) Manager provides leadership and direction for all HR and Payroll functions for Pepsi-Cola Bottling Company of Central Virginia to achieve strategic goals through human capital. This is both a strategic and hands-on role that provides full cycle human resources support to our employees and managers. The HR Manager will lead a department that will provide full cycle human resources support for our employees and manages, including talent recruitment, hiring, training, keeping current policies and procedures, and developing compensation and benefit strategies that are competitive and further the mission and ideals of PCVA all while ensuring legal compliance.

CORE RESPONSIBILITIES:

- Strategic business partner for plant management team members, offering guidance and leadership in achieving overall business goals. Identify HR related initiatives which will influence the implementation of business strategy specific to the PCVA;
- Advise, counsel, and coach business leaders on workforce related issues, including performance management, individual and organizational development, policy and regulatory adherence, labor/employee relations, staffing, compensation, and benefit issues
- Ensure the proper processing of payroll, including quarterly and year end reporting and compliance.
- Ensure the proper implementation, operation and reporting of employee benefit plans and policies, including payment of premiums and reconciliations of payroll withholding accounts.

- Ensure all new hire policies, procedures and reporting is adhered to and follow applicable rules and regulations.
- Review, document and suggest changes to job descriptions and job classifications to ensure compliance with FLSA and other relevant regulations.
- Develop and manage a benefit program that can be used as a recruitment tool as well as promotes team member retention
- Implement Human Resource programs, processes, and policies within all departments of the organization, compatible with organizational values, ethics, and policies and in line with labor law and agreements
- Support organization leadership with leadership sourcing, talent development, succession planning, performance management, competence development and compensation & benefits.
- Drive, challenge and support line managers regarding change management, employee engagement, organizational-, culture- and people development to improve business performance by using available programs and tools.
- Analysis of HR data to understand trends and resolve problems to support the capability of the organization.
- Advise, challenge, and support the management on HR and related matters, based on high ethical standards in line with PCVA values, standards, and principles
- Provide proactive leadership and creative insights to clarify and resolve complex HR issues.
- Develop strategies to attract, develop, and retain high quality talent that is appropriate to current and future business needs
- Work with the Safety Administrator to proactively addresses and manages company-wide safety initiatives
- Consults legal counsel to ensure that policies, interpretations, and implementation comply with management intent and federal and state law
- Stay informed about legislation to assess industry trends

REQUIRED SKILLS/ABILITIES:

- Minimum Bachelor's Degree in Human Resources, Business Administration or Related Discipline with relevant knowledge of all Human Resources processes
- SHRM-CP, SHRM-SCP or PHR, highly preferred
- Minimum of five years of human resource management experience required including experience leading a HR department.
- Demonstrated knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee

benefits programs, including the ACA, ERISA, COBRA, FMLA, FLSA, ADA, HIPAA Section 125, Medicare, and Social Security and DOL requirements.

- Experience with Sage HRMS and UKG Ready is a plus.
- Excellent verbal and written communication skills that enable collaboration, and relationship building with various levels and diverse backgrounds.
- Demonstrated experience in benefits administration and payroll process.
- Possesses high ethical standards.
- Ability to maintain a high degree of professionalism, confidentiality and discretion.
- Excellent interpersonal and negotiation skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to adapt to needs of the organization and employees
- Ability to prioritize tasks and to delegate them when appropriate
- Coaching/facilitation/advising skills to help drive transformation and organizational change
- Proficient with Microsoft Office Suite

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

Family owned and operated for since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer. To apply, please forward your resume to resumes@pepsicva.com.