



Human Resources Manager

Overview

Red Sun Farms is one of the largest fully vertically integrated, high-tech greenhouse growers in North America. Our seed to plate approach closes the gap between grower, retailer, and consumer; allowing us to develop an exceptional product and an exemplary level of customer service from all our locations, 365 days per year.

Our Human Resources team is looking for a Human Resources Manager to join our Dublin, Virginia office.

Main Responsibilities:

- Full life cycle recruitment and collaborates with departmental managers.
- Plan, execute, manage, and evaluate all aspects of the H2A employee program. This includes, but is not restricted to, submitting necessary documentation, addressing concerns, evaluating the performance of residence and greenhouse employees, and adhering to incident and accident procedures in accordance with company policy.
- Manage employee benefits programs, ensure compliance with regulations, and coordinate annual open enrollment.
- Track and distribute performance evaluations to supervisors. Collects, analyzes, and prepares reports and/or KPI's.
- Educate and coach supervisors/managers on all Human Resources company policies and procedures.
- Ensure compliance with federal, state, and local laws, enforce adherence to regulatory requirements, and communicate company policy changes to managers.
- Investigate all employee relations concerns/complaints in a timely manner.
- Manage and monitor the entirety of the company Health and Safety program for employees and subcontractors (e.g., monthly safety talks and committee meetings, training, federal and state compliance, investigating incidents, accurate data reporting to the Corporate Office).
- Manage OSHA documentation, inspection programs, employee training, and oversee administrative duties related to health and safety, implementing and evaluating preventive and corrective actions.
- Performs other duties as assigned.

Qualifications:

- Associate's or Bachelor's degree in Human Resources, Business Administration, or related field or equivalent experience is required.
- 5 to 7 years of HR experience and at least 2 years of experience within a management level HR role.



- Strong interpersonal, problem solving, organizational, written, and verbal, communication skills.
- Proficiency in HRIS systems and Microsoft Office Suite or related software.
- HR certification (e.g., PHR, SPHR, SHRM-CP) is considered as asset.

Working Conditions:

- Primarily works in an office environment but is required to access most areas of the greenhouse/packhouse/distribution center as needed.
- Subject to call at night and on weekends to assist in emergency situations.
- May need to lift up to 15 pounds at times.
- May be required to work overtime as needed.

Interested In Applying?

Please send your resume **no later than January 26th, 2024** to the attention of Human Resources, Red Sun Farms HumanResources@redsunfarms.com.

Red Sun Farms welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest, however, only those selected for interview will be contacted.