

Join Our Fresh, Local, and Organic Team!

HR Assistant Manager

Job information

Positions open: HR Assistant Manager

Application deadline: Position open until filled

Compensation: \$16.29/hr. or depending on experience

Hours: 40 hours a week, may include some evening and weekend shifts

Benefits: Health and dental insurance for staff working over 28 hours a week, 15% staff discount, paid time off



Position Summary: Assists Human Resources Manager in administering all areas of the Human Resources Department including benefits administration, performance management systems, employee database management, recruitment, job development and training, policy maintenance, and legal compliance.

Skills we are looking for:

- Effective written and oral communication skills
- Excellent interpersonal skills
- Understanding of Human Resources systems, policies, and procedures
- Working knowledge of state and federal labor laws which pertain to employee relations
- Excellent organizational skills and initiative to improve processes
- Works well under pressure and maintains a positive attitude
- Willingness and ability to grow to meet the changing requirements of the job

Who is our ideal candidate?

- Strong work ethic
- Strong leadership skills
- Flexible schedule, reliable, and punctual
- Desire to work with others in a spirit of teamwork and cooperation

Apply today!

Applications are available at the Customer Service Desk at either store location. You can also find applications online by visiting www.firstalt.coop under the Employment section.

First Alternative Natural Foods Co-op is an equal opportunity employer.