

# OFFICE POSITION



## HUMAN RESOURCES MANAGER

In 1985, Mike and Kim Crabb founded Diamond C with a small team and a big dream. Over the years, the company has grown significantly, now employing over 900 team members. Diamond C remains a family-owned and operated business, with a strong emphasis on our foundational “Do Work, Love Strong” culture, which is based in Mt. Pleasant, TX.

We are unwavering in our commitment to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. Our purpose is to fuel the growth and success of our team members, customers, and community. We're dedicated to being a positive force for change and using our expertise to make a meaningful impact on our community abroad. This role is located in Mount Pleasant, TX 75455

### Purpose:

The Human Resources Manager is responsible for managing a wide range of HR functions, including team member relations, recruitment, benefits administration, compliance, training, and community engagement initiatives. This role ensures that HR practices align with company policies and support a positive work culture.

### Responsibilities:

- Team Member Relations: Provide guidance to team members and team leaders on HR policies, conflict resolution, and performance management.
- Recruitment & Onboarding: Assist in full-cycle recruiting, including job postings, screening, interviewing, and onboarding new hires.
- Benefits Administration: Support team members with benefits inquiries and assist in open enrollment and benefits changes.
- Compliance & Recordkeeping: Ensure adherence to employment laws and company policies; maintain accurate HR records and documentation.
- Training & Development: Support team member training programs and assist in the implementation of professional development initiatives.
- Community Engagement: Organize and participate in company-sponsored events that enhance team member and community relations.
- Payroll & HR Systems: Assist with payroll processing, timekeeping, and HR system updates as needed.
- Lead a team of HR professionals, providing guidance and training to develop them in their roles.

### Qualifications:

- **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field preferred, or equivalent years of experience.
- **Experience:** Minimum of 4 years in a generalist HR role with exposure to various HR functions or 2 years in an HR Management role, 4 years preferred.
- **Skills & Competencies:**
  - Strong knowledge of employment laws and HR best practices.
  - Excellent communication, problem-solving, and organizational skills.
  - Ability to handle confidential information with discretion.
  - Proficiency in HRIS and Google Suite.
  - Bilingual (English/Spanish) preferred.

### Benefits:

- Medical
- Dental
- Vision
- Long and Short Term Disability
- Employer Paid 25K Life Insurance
- Other Supplemental Policies
- Physical Wellness Program
- Paid Maternal/Paternal Leave
- Tuition Reimbursement Program
- 401(k) & Company Match
- Scholarship

We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal opportunity employer.