

Grassland Dairy Products, Inc.
N8790 Fairground Avenue
P.O. Box 160
Greenwood, WI 54437
Tel (800) 428-8837
careers@grassland.com
www.grassland.com



HR MANAGER

Full-Time

Grassland Dairy Products, Inc. has been a leading manufacturer of butter and dairy ingredients since 1904 and is looking to add an HR Manager to our team in Greenwood, WI. With additional facilities across Wisconsin, Nebraska and Utah, Grassland is a key player in the dairy industry dedicated to producing high quality products while maintaining a positive work environment for a driven, talent-filled team of employees.

Essential Duties and Responsibilities:

- Maintain proper documentation and record keeping management.
- Maintain company staff through recruiting, selecting, orientating, and training employees
- Administration of employee benefits plan, FMLA, LOA's, I9's and employee files.
- Training and development of facility staff in regards to human resources
- Exceptional attention to detail and strong organizational skills.

Knowledge, Skills, and Abilities:

- Possess a high level of technical expertise in the areas of human resources
- Ability to adapt effectively within a continually changing and demanding environment.
- Ability to identify staffing needs through the understanding of products manufactured and processes involved.
- Must be able to demonstrate an ability and willingness to communicate effectively to ensure objectives are communicated successfully through all levels of management and staff
- Ability to read and comprehend regulatory documents in order to maintain corporate, local, state, and federal compliance.
- Computer skills with advanced abilities in office programs (Excel, Word, Publisher, etc.)
- Ability to train and effectively communicate with individuals and/or large groups.

Education and Experience:

- High School Diploma or GED
- BS degree in related field preferred
- Combination of education and experience in Human Resources may be considered

Above the Rest Benefits:

- Competitive compensation and weekly pay period.
- Zero premium, company-paid health, dental and life insurance.
- Short-term disability.
- 401K match up to 4%
- On-site health care and wellness initiatives.