



Staffing Manager and HR Generalist

COMPANY OVERVIEW

Fresca Mexican Foods, LLC (Fresca), an industry-leading manufacturer of quality tortillas, seeks a Staffing Recruiting Manager and HR Generalist. As a key member of the Administration team, this individual will lead our recruiting and hiring efforts for all departments, including Operations, Shipping & Receiving, Maintenance, Sales and QA. In addition, General HR responsibilities will include onboarding new employees, assisting with updating our Employee Manual and employee training.

Fresca manufactures flour and corn tortillas in its advanced manufacturing facility in Caldwell, Idaho and markets its products throughout the US, Canada, Asia, South Africa, and Australia. Fresca is a vibrant, stable, customer-centric organization with loyal foodservice customers that recognize Fresca's unique differentiation. This position is located onsite (not remote) in Caldwell, Idaho, just outside of Boise, and will report directly to the Human Resources Manager.

POSITION OVERVIEW

A successful candidate is action-biased; brings an abundance of energy and curiosity; and is thrilled by putting processes in place to find and keep excellent people. The Staffing Manager is a key member of the management team and a critical driver of Fresca's long-term success.

KEY RESPONSIBILITIES

- Recruiting
 - Work with department managers to clarify their needs, write position descriptions, and post job descriptions.
 - Review and conclude upon applicants in a timely manner.
 - Complete screening interviews to identify top candidates for assessment by hiring managers.
 - Conduct pro-active recruiting through referrals, social media, cold calling, and sourcing data from non-traditional resources.
 - Work with and manage third party recruiters.
 - Maintain a database of qualified candidates.
 - Provide accurate and timely reporting on all recruiting activities.
- HR
 - On-boarding new-hires
 - Facilitate annual open enrollment
 - Assist with maintaining Employee Handbook
 - Conduct exit interviews with departing employees
 - Evolve employee training

CORE SKILLS

- Superb, relentless follow up with candidates and department managers.
- Excellent written and verbal communication.
- Imperative to think of ways to engage local community to find workers.

QUALIFICATIONS

- Bachelor's degree.
- > 3 years' experience in HR, sales, or recruiting.

COMPENSATION AND REPORTING

\$50,000 - \$65,000 DOE

Please contact: Teresa Taylor, HR Manager/Office Manager

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<https://frescamex.com/careers/>