

# WORLD MARKET®

Please find the attached job description for our Human Resources Supervisor position for our Virginia Distribution Center.

You can apply for the job through the following link:

[https://worldmarket.wd5.myworkdayjobs.com/en-US/cost\\_plus\\_world\\_market\\_distribution/details/Human-Resources-Supervisor\\_R-0101821](https://worldmarket.wd5.myworkdayjobs.com/en-US/cost_plus_world_market_distribution/details/Human-Resources-Supervisor_R-0101821)

Please do not hesitate to contact me if you have any questions or concerns.

Thank you!

*Tamme Serpico*

Tamme Serpico  
Talent Acquisition Manager  
757-242-9918

# WORLD MARKET®

## JOB DESCRIPTION

Human Resources Supervisor, Distribution Center: Windsor, VA

### Job Description Summary

For over 60 years we have shared stories from across the globe that remind you of a time you cherish, a place you love and people who make you feel at home. We have inspired the home decorator, entertainer and gifter with our unique assortment of products sourced and designed around the world and we continue to be inspired by you. You, your authenticity, impact and distinction drive our success and inspires us to be inclusive, collaborative, open minded, adaptable, honest and respectful. The Human Resources Supervisor provides support to the distribution center in the functional area of the Human Resources department, which may include collaborating and directing the Human Resources team on daily work assignments, as instructed by the Human Resources Manager. The Human Resources Supervisor provides direction and assistance with recruiting and staffing, personnel records, and employee relations. This position is knowledgeable of all facets of Human Resources and supports operational functions such as Labor Management, Incentive programs, and Accuracy programs. A high degree of confidentiality, discretion, and integrity is expected.

### Job Description

#### What You'll Do

- Manage employee relations by interfacing with hourly and exempt employees to answer questions and resolve employee/advisor issues to maximize employee morale and minimize Company liability.
- Support recruiting for all levels within the distribution center environment, to include interviewing potential candidates, processing background checks, coordinating pre-employment physicals, and preparing offer letters.
- Schedule and conduct new hire orientation for World Market employees, to include ensuring all required federal and state documents are completed properly and submitted via Workday within the required time frame.
- Respond to benefit questions regarding medical, dental, vision, life, and short/long term disability in partnership with the Benefits team.
- Oversee LOA administration through partnership with the Human Resources Manager and the HR Department.
- Respond to Unemployment Insurance claims, including representing World Market at Employment Development Hearings when applicable.
- In partnership with the HR Manager, conduct investigations, to include interviewing employees, obtaining written statements, and partnering with the Operations leaders.
- May oversee 1-2 positions on the HR team.
- Develop HR team members so that they may continue to take on more responsibility.
- Review and approve 90-Day Evaluation forms, disciplinary action documents, and Annual appraisals.
- Monitor and update the Human Resources Database, Workday and performance management systems.

- In a collaborative manner, provide support to all areas of the Distribution Center team.
- Ensure all established policies and procedures are being followed.
- Other duties as assigned, to include community events and employee relation activities.

### **What You'll Bring**

- Must be familiar with federal, state, and local regulations pertaining to labor issues.
- Strong organizational skills, with the ability to perform multiple tasks simultaneously, while meeting critical deadlines.
- Excellent communication (verbal and written), conflict resolution, and collaborative management skills required.
- Ability to work in an office environment in a positive and productive manner.
- Knowledge of basic labor law and practices (IWC, FMLA, CFRA, etc.).
- Knowledge of Workers Compensation law a plus.
- Knowledge of employee relations law and practices.
- 2-3years of progressively responsible Human Resources supervisory experience.
- Previous distribution or manufacturing Human Resources background preferred.
- Strong reasoning, analytical, problem solving and decision-making skills and proven ability to motivate teams and manage conflict
- BA/BS degree preferred or comparable Human Resources Generalist work experience.
- PHR Certificate in Human Resources or Employee Relations preferred.
- Computer literate in MS Word, MS Excel, MS Office, Kronos, Access Database, Power Point, Workday and AS400 preferred.
- Must have strong boundaries with respect to confidentiality.

### **Why We Love It**

- Work life balance is a priority
- Employee discount to World Market!
- A fun and supportive work environment where you feel welcome and safe.
- A culture of inclusion that empowers you to be your best authentic self.
- Opportunities to make an impact through your passions.
- Accrued Vacation, Sick Time and Personal Holidays.
- Eligible employees offered Medical and Dental Insurance, Vision Coverage, 401(k) Savings Plan, Commuter Benefits, Employee Assistance and more.