

WORLD MARKET®

Join our team for a world of fun!

Who We Are

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 Manager is responsible for managing all aspects of the Distribution Center (DC) Human Resources. Primarily responsible for managing employee relations and providing guidance, counsel, and problem-solving alternatives to DC leaders in the areas of staffing and retention, succession planning, performance management issues, corrective actions, performance appraisal process and compliance. Assist the DC leadership team in developing, implementing, and maintaining positive team relations.

What You'll Do

- Promote positive employee engagement to support the distribution center in maximizing and achieving productivity and business goals.
- Ensure open lines of communication, provide counsel, feedback, and act as facilitator in assisting leaders and staff in successfully resolving conflicts/differences of opinions. Partner with DC leadership team to ensure the consistent, equal, and fair treatment of all employees.
- Manage and advise on complex HR issues and employee relations matters. Responsible for ensuring consistent applications of employee relations programs, policies, and procedures.
- Manage and direct onsite HR team.
- Coach leaders on effective employee management, employee retention, and employee recognition and development techniques.
- In partnership with Talent Acquisition and Operations team, provide and maintain adequate staffing levels in all operations of the DC. Participate in interviews and conduct pre-hire screening. Facilitate orientation for new employees.
- Provide innovative HR solutions and process improvement.
- Coordinate succession planning and administer performance appraisal process, ensuring timely delivery of reviews and processing of associated increases.
- Provide guidance and assistance to DC leadership team in the handling of corrective actions, staff reductions, and terminations to ensure fairness and alleviate liability to the company. In partnership with corporate benefits team, follow up on leaves of absence.
- Conduct investigations, prepare investigative reports and make recommendations to resolve employee issues based on policy, past practice, and legal justifications.
- Responsible for managing exempt and non-exempt salary administration, maintenance of employee files and compliance of all paperwork (pre-hire/new hire/active/terminated).
- Assist DC staff in coordinating/organizing employee communication meetings and special events.
- Other duties as assigned.

What You'll Bring

- Proven Human Resources management experience including mentorship and development of employees to establish positive employee relations, retention and reward programs that align with the company values of authenticity, empowerment, and respect.

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- Experienced in employee relations management and resolution.
- Proven success with staffing and supporting large hourly employee population.
- Experience demonstrating the social norms that encourage and promote a culture of mindfulness, diversity, and inclusion.
- Experience leading, coaching, and developing direct reports and HR teams.
- Transparency and integrity: acknowledge mistakes; solicit and provide feedback in a timely manner.
- Minimum of 3-5 years of progressively responsible HR Management.
- Previous distribution or manufacturing HR background preferred.
- BA/BS degree preferred, or comparable generalist HR work experience.
- Knowledge of basic employment law and practices including Workers Compensation and leave of absence laws.
- PHR or SPHR Certificate preferred.
- Must be computer literate in MS Word, MS Excel, Power Point and AS400.
- Strong attention to detail; organizational and interpersonal skills; excellent oral, written communication, and presentation skills.
- Must have strong boundaries with respect to confidentiality.
- Perform other duties and special projects assigned.

Why We Love It

- Work life balance is a priority.
- Up to 30% employee discount and product sample sales!
- A fun and supportive work environment where you feel welcomed and safe.
- A culture of inclusion that empowers you to be your best authentic self.
- Opportunities to make an impact through your passions.
- Wellness Programs including virtual fitness classes, personal health advocates, coaches, gym discounts and more.
- 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.

Salary Range for the Virginia DC Human Resource Manager - \$100,000-\$120,000/Annually

https://worldmarket.wd5.myworkdayjobs.com/en-US/cost_plus_world_market_careers/details/Human-Resources-Manager--Windsor--VA-Distribution-Center_R-0102089-1