



SMITH GARDENS

"Our Business is Growing"

Smith Gardens, Inc. is a family-owned wholesale nursery that is headquartered in Bellingham Washington. We are the largest annual and perennial grower in the Pacific Northwest with greenhouse facilities in Washington, Oregon, and California. We have been cultivating and encouraging the growth of gardening for over 110 years!

We currently have an exciting opportunity for a **Human Resources Director** at our Home Office here in Bellingham.

Reporting to the CEO & CFO, the Human Resources Director will develop and deliver people management strategies that support Smith Gardens' overall goals and objectives. Contributing at both a strategic and operational level, the Human Resources Director effectively manages the Organization's human resources to optimize productivity, profitability, and employee satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Partners with Executive Management in the strategic corporate goals and planning of the organization. Establishes human resources objectives in line with organizational goals and objectives.
- Analyzes HR trends and metrics to develop solutions, programs, and policies.
- Reviews and makes recommendations to Executive Management for improvement of Company policies, procedures, and practices on human resources matters.
- Provides policy and procedure guidance and interpretation to management and employees. Communicates changes and ensures proper compliance is followed.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Provides employee relations counsel to all levels of the organization. Manages and resolves complex employee relations issues.
- Conducts effective, thorough, and objective investigations. Consults with legal counsel as necessary.
- Oversees the recruitment and selection practices to meet critical staffing needs. Ensure interview and selection techniques are in compliance with organization policies and procedures, as well as applicable laws and regulations.

- Recruits management and technical positions. Includes creating job descriptions, interviewing, evaluating candidates, and salary negotiation.
- Supports managers in the evaluation of workforce planning, staff recruiting and retention issues.
- Provides proactive consultation to management on issues where human resources expertise can be utilized to improve business results (coaching, counseling, career development, disciplinary actions, etc.).
- Plans and directs employee training and development programs. Assists managers in identifying, evaluating, and monitoring the success of training programs. Follows-up to ensure training objectives are met.
- Assists in the annual review, preparation, and administration of company's wage and salary and incentive programs. Addresses issues regarding internal equity, promotions, reclassifications, transfers.
- Works closely with broker to analyze, design, and administer employee benefits programs. Partners with Executive Management in negotiations to obtain the best rates while maintaining the high quality of benefits provided. Prepares and files required legal reports.
- Manages the work of reporting HR staff. Provides leadership, communicates job expectations, coaches, appraises job results, and encourages ongoing development.
- Oversees ongoing development of a HRIS that meets the Company's personnel information needs.
- Manages the annual hours and headcount planning and reporting, supporting budgeting, operational objectives and the staff recruiting process.
- Directs the preparation and maintenance of various reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track productivity and goal accomplishment.
- Partners with Safety Manager in the implementation of the Company's health and safety programs.
- Spearheads special projects by identifying and clarifying issues and priorities; communicating and coordinating requirements, and evaluating milestone accomplishments.
- Oversees employee events and reward systems, improving employee engagement, morale and "great place to work" culture.
- Develops and monitors annual department budget.
- Performs other related duties, as required in order to meet business needs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of HR laws, regulations, and best practices in multi-state environment (WA, OR, CA).
- Understanding of business issues and how to identify and deliver HR interventions and solutions to meet business needs.
- Demonstrated skill and effectiveness as a relationship builder and internal consultant to all levels in the organization.
- Effective conflict resolution and employee mediation skills.
- High level of integrity and interpersonal skills to handle sensitive and confidential situations and documentation.
- Results-focused. Understands what is important to management and employees, and is committed to achieving goals.

- Strong analytical and problem solving skills.
- Excellent written and oral communication skills.
- Effective organizational, time management and project management skills.
- Strong customer service orientation.
- Proficient in working with MS Office, HRIS programs.
- Knowledge of accounting/payroll interface with HR.

QUALIFICATIONS/EDUCATION:

- 10+ years of progressive Human Resources experience in all facets of HR management within an organization of comparable size and complexity.
- Bachelor's degree or equivalent in business, human resources management, or a related field.
- Experience managing a diverse HR team.
- SHRM/HRCI certification strongly preferred.
- Agriculture or other seasonal industry experience highly preferred.
- California employer experience preferred
- Experience in accounting/payroll helpful.

EQUIPMENT AND SOFTWARE:

- Personal computer, Windows/SQL environment
- MSOffice software (Excel, Word, Publisher, PowerPoint, Visio, etc.)
- HRIS systems
- Payroll systems

SUPERVISES:

- All HR staff at the home office
- Provides functional guidance of location HR staff at the four operational sites

Smith Gardens offers a great team environment coupled with a competitive compensation.

To apply, please send your resume and cover letter to:

Human.resources@smithgardens.com

Equal Opportunity Employer