



Human Resources Manager – Odell Brewing Company

About Odell Brewing

Since 1989, the culture of family and collaboration has thrived, fostering a brewery full of beer-centric people. It is this passion for beer that inspires Odell Brewing to create quality, hand-crafted and innovative brews. Odell Brewing is committed to providing exceptional guest experiences while making positive contributions to their co-workers and community through their outreach and charitable giving programs. Odell Brewing is the 29th largest craft brewery in the United States and sold the majority of the company to its co-workers (now co-owners) in a combined management buyout and Employee Stock Ownership Program.

Our collective leadership and independence empower us to build a culture of ownership where we contribute, educate, and innovate, while keeping Colorado at our core. Always Better

Position Summary

As a trusted resource for co-workers, the Human Resources (HR) Manager will work closely with the Director of HR (DHR) and carry out responsibilities in the following functional areas: co-worker relations and engagement, training, performance management, onboarding, diversity and inclusion, recruitment and selection, compliance, and oversight of payroll, benefit administration, and safety.

Essential Functions:

1. Models leadership and promotes a positive Odell culture
2. Assists co-workers with HR-related issues or questions
3. As a member of Team Leader, the HR Manager will work closely with managers and supervisors to ensure that teams are supported
4. Identifies learning and development opportunities of OBC and works with DHR to coordinate, design, implement, and/or facilitate training
5. Effectively communicates relevant topics across the organization
6. Partners with DHR to continually assess diversity and inclusion programs, establish best practices and identify programs to remove barriers that affect co-worker retention and advancement
7. Maintains metrics and prepares periodic reports to evaluate/measure HR programs and processes. Recommends new approaches and procedures to continually improve efficiency of the department and services performed
8. Maintains knowledge and ensures compliance with federal, state and local employment, safety, benefit, and payroll laws and regulations
9. Along with the DHR, oversees benefits administration and provides evaluation and insight into overall benefit plans. Effectively answers questions and communicates benefit information to co-workers
10. Leads recruitment and selection process for open positions and conducts new co-worker orientations. Works with team to ensure orientation process is effective
11. Supports Team Leaders with co-worker relations issues to ensure OBC culture and values are maintained and organization is in compliance with employment laws and regulations
12. Ensures the accurate and up-to-date maintenance of human resource information system records
13. Reviews and approves payroll
14. Leads and/or works on various HR related projects as appropriate



Human Resources Manager – Odell Brewing Company

Experience/Qualifications:

- Bachelor's Degree or equivalent in relevant experience and education required
- Preferred 3-5 years of HR experience with working knowledge of multiple human resource disciplines, such as; compensation practices, employee relations, recruitment, benefit and payroll administration, performance management, and federal and state respective employment laws
- Experience in the craft beer or restaurant industry preferred
- The ability to effectively communicate and engage with internal and external contacts
- Previous experience in recruitment, selection, and onboarding a plus
- Ability to build and conduct effective presentations to large groups
- HR Certification a bonus
- Computer proficiency in Microsoft Office Excel, Word, and Power Point

Benefits:

- Medical/Dental/Long Term Disability/Vision benefits
- Employee Stock Ownership Program
- Profit sharing
- 401(k) retirement plan with company match
- Paid Time Off
- Paid holidays
- Weekly beer allotment
- Employee Assistance Program

Interested applicants, please submit your completed application, resume, and cover letter to HR@odellbrewing.com with "HR Manager" in the subject line by July 31, 2019.

Equal Opportunity Employer - Odell Brewing Company provides equal employment opportunities to all employees and applicants for employment without regard to race, age, creed, color, religion, national origin or ancestry, marital status, sex, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.