

# AMYCEL • MONTEREY MUSHROOMS • SPAWN MATE

## NOTICE OF SALARIED POSITION

July 22, 2008

**TITLE** Human Resources Manager

**LOCATION** Princeton Facility

**SUPERVISOR** Mike Abrahams

**DATE OF OPENING** Immediately

### **Responsibilities**

- Develop and administer various Human Resources plans and procedures
- Plan, organize and control activities of the Human Resources Department
- Participates in developing department goals, objectives and systems and recommends necessary changes
- Writes/rewrites job descriptions as necessary
- Monitors performance evaluation program
- Conducts recruitment effort for all exempt and non-exempt personnel and temporary employees
- Conducts new employee orientations; employee relations counseling and exit interviews
- Participates in staff meetings and attends other meetings
- Evaluates reports, decisions and results of department in relation to established goals
- Recommends new approaches to effective continual improvements in efficiency of department and services performed
- Establishes and maintains department records and reports
- Responsible for the safety programs
- Manages Workers' Compensation
- Implements and administrates insurance benefits

### **Requirements**

- Bachelors degree plus 4+ years Human Resources experience.
- Strong verbal and written communications skills
- Good organizational skills
- Familiarity with applicable state and federal regulations
- Bi-lingual in English/Spanish a plus

For additional information or to apply for this position, contact:

**Monterey Mushrooms, Inc.**  
**Attn: Human Resources**  
**27268 US Hwy 6**  
**Princeton, IL 61356**  
**815-876-3232**  
**815-876-0024 Fax**  
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