

JOB POSTING-BrassRing

VACANCY: HR 220 Human Resources Manager 2

Requisition: 23503BR

Department: Retail

Reports To: Area HR Manager

Location: Lacey, WA

Become a part of the World's Foremost Outfitter team! At Cabela's we passionately serve people who enjoy the outdoor lifestyle by delivering innovation, quality and value in our products and service. Live...Dream... Work the Adventure! Cabela's has an opening for an **HR Manager** at our **Lacey, WA** retail store.

Position Overview:

Responsible for the overall Human Resource function of a facility including wage and salary administration, employee relations, administration of benefit programs and health services, and recruitment and onboarding of new employees. Works closely with site managers, employees, and Corporate Human Resources to carry out all company policies and procedures and develop new programs to enhance employee relations.

Essential Job Functions:

- Maintains a competitive pay structure for positions in the labor market area. Monitors area labor market activity. Conducts wage and salary surveys for appropriate geographical area. Creates new job descriptions and evaluates existing job descriptions as necessary.
- Ensures employees are treated according to company core values and facility is in compliance with all applicable corporate policies and government regulations including but not limited to: Affirmative Action, EEOC, ADA, FMLA, and Fair Labor Practices. Reviews personnel actions and counsels with site managers on individual employee issues. Shares information with all members of the facility in an appropriate manner to ensure working knowledge of applicable policies and regulations.
- Develops and implements safety procedures, rules, regulations, and accident prevention programs for facility in cooperation with corporate safety initiatives. Conducts safety inspections and coordinates safety committee meetings. Oversees prompt accident reporting and investigation. Responds to safety suggestions.
- Assures managers and employees have a basic understanding of company policies and basic supervisory practices. Trains or coordinates training for supervisors and employees on such things as: new employee orientation, safety training, policy, and basic supervisory skills.
- Fulfills staffing needs of facility. Works in conjunction with facility managers to identify staffing needs and carries out plans for sufficient recruiting, selection and onboarding of personnel.
- Develops, recommends, and maintains programs for effective employee relations, engagement, and retention strategies. Monitors needs of the facility and organizes and prepares the necessary material. Provides training and coaching to assist managers in their engagement efforts.

Requirements

- Bachelor's Degree
- 2 to 4 years experience



- Internal or external increasing experience as an HR Assistant or Intern to an HR Representative/Generalist HR Manager of another Cabela's site or for a smaller company or facility.

Other Skills/Abilities

- Must be able to read documents, printouts, reports, computer screens and other written communication.
- Must be able to hear well enough to communicate with customers and co-workers.
- Must be able to write, type and use phone system.

Cabela's offers a competitive salary and comprehensive benefits package including, generous product discounts, 401K savings plan, and Health and Dental coverage for you and your family.

Cabela's is an Equal Opportunity Employer (EOE) and we seek to create an inclusive workplace that embraces diverse backgrounds, life experiences and perspectives.

Pay Grade: 16E

Apply Online: www.cabelas.jobs

Closing Date: 08/20/15

Applying for a posted position does not guarantee an interview. The Internal Transfer Policy applies.