

## **Win-Holt Equipment Group Position Profile**

**Job Title:** Human Resources Manager / Generalist

**Department:** HR and Finance

**Reports to:** Chief Financial Officer

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### **Summary:**

**Win-Holt Equipment Group is a leading global manufacturer of equipment to the supermarket, foodservice and retail industries. Some of our equipment categories comprises of aluminum, stainless steel and steel carts, racks, shelving, sinks, tables and small ware plastics. Visit [www.winholt.com](http://www.winholt.com) for more product information.**

This position will have overall responsibility for Human Resources within the business. Responsibilities include but are not limited to HR policy and procedures, benefits management and oversight, including medical, dental, workers comp, product liability, etc. Payroll (Paycom) processing with multiple location time and attendance, vacation and PTO tracking. Company safety policies, OSHA, etc. All company associate HR programs and incentives to insure overall company morale and team work.

### **Essential Duties and Responsibilities:**

- All benefits management and oversight. Medical, 401k & Deferred compensation programs.
- Multi Location payroll and time & attendance processing.
- New employee/associate training.
- Company Safety programs.
- OSHA, Environmental, Green oversight.
- New recruiting, interviewing and new associate orientation.
- Provides feedback to Executive management regarding new opportunities, HR trends, salary and compensation rates and benefit comparisons, etc.
- Works closely with Management team to set, improve and implement company HR policies and procedures.
- Works closely with accounting and finance group.
- Strong and detailed follow-up skills.
- Computer skills a must. MS Office, HR management software.
- Hands on.
- Bilingual (Spanish & English) and large plus.

Please send Resume to [MIppolito@winholt.com](mailto:MIppolito@winholt.com)