



## **Tate's Bake Shop Senior Manager Employee Relations**

### **Senior Manager Employee Relations (On Site)**

Tate's Bake Shop is looking for an experienced and dynamic HR leader who will play a central role in designing and implementing programs to support the development of high-performing leaders. The Senior Manager of Employee Relations will nurture a culture that enables inspired, committed, and competent team members that are proud to be part of the Tate's story. Reporting to the Director Human Resources this position builds capabilities and promotes positive employee relations, team member engagement and overall satisfaction.

### **What will you be doing?**

#### **Employee Engagement**

- Design, plan, and partner with business leaders to implement company-wide employee relations initiatives to promote positive employee relations, engagement, and overall job satisfaction.
- Conducts employee engagement surveys and leads employee focus groups, drawing insight from data and observations and identifying areas of opportunity to improve overall employee satisfaction
- Builds trust and credibility, serves as a cultural role model, mentors and coaches team members at all levels
- Nurture the development of a culture, including values and behaviors that strengthen Tate's overall employee value proposition, driving positive employee relations and high-performance team behaviors.
- Coordinate programs and festivities that celebrate our diversity and build a sense of belonging to a greater purpose.
- Shapes organization communication practices

#### **Training & Development**

- Design and implement new hire orientation and onboarding programs to accelerate new hire assimilation and job performance.
- Lead annual compliance training that meets company and State requirements; ensure compliance with all MDLZ Workday Trainings on a yearly basis and maintain accurate records and prepare reports as required
- Mentor, coach and develop managers and supervisor's ability to lead, motivate and create high performance team members across all areas of the company, including a focus on supervisory skills in the Bakery, Warehouse and Bake Shop

#### **Human Resources Practices and Policies**

- Provide guidance and support to managers and employees on HR related matters, including performance management, disciplinary actions, and conflict resolution.
- Investigates complaints and resolves issues in a sensitive, caring and timely manner.
- Responsible for developing, teaching and maintaining progressive human resources policies
- Work cross functionally to identify areas of improvements included ways of working and policies
- Guide the HR Team in best practices for managing policies and practices
- Stay abreast of best practices, HR principles and employment laws and labor relations.

#### **What should you bring?**

- Bachelor's degree in Business Administration, ideally in Human Resources or related field.
- 5-7 years-experience supporting or ideally leading talent management, employee, and organization development programs in organizations with well-developed HR practices.
- Fluent in Spanish and English

#### **What will make you successful in the role?**

Knowledge of:

- Principles and practices of employee relations and talent management
- Human Resources theories, practices, and techniques.
- Program development and administration principles and practices
- Employment and Labor laws

Skill in:

- Conducting investigations and resolving complaints
- Interpersonal and group communication/presentation skills
- Developing and coordinating human resource programs that support high performance and engagement
- Building credibility and trust
- Strategic thinking, problem solving and influencing

Ability to:

- Work with diverse, cultural, and ethnic backgrounds
- Ability to work at all levels of the organization, from the CEO to hourly production & warehouse employees
- Manage multiple complex projects concurrently.
- Flex work hours to ensure a presence across a 3-shift operation

#### **Where will you work?**

- East Moriches, NY
- Must be able to work a flexible schedule for off shift training and handling employee relations matters, when necessary, in East Moriches, Shirley, and Southampton

**The salary range for this position is between \$100,000 - \$120,000 with 10% bonus.**

**This is an on-site position.**

**Other**

Ability to work in a manufacturing environment with known allergens such as: milk, eggs, nuts (tree nuts), wheat, soy.

**EEO STATEMENT:**

Tate's Bake Shop is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, disability, genetics, or other characteristic protected by law.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Apply here!** [Tate's Bake Shop - Senior Manager Employee Relations](#)

**About Tate's**

Tate's is one of the fastest growing biscuit brands in the U.S., known for its signature thin-and-crispy cookies with simple, authentic, and high-quality ingredients. Over the years, Tate's has exercised its innovative spirit, extending beyond traditional cookies, and expanding its portfolio to include products that meet the needs and interests of consumers, including launching Vegan (2021), Gluten Free (2010), and seasonal, limited-edition flavors. Tate's Vegan Vanilla Maple Cookies received a PEOPLE Food Award for Best Plant-Based Cookie in 2022.

Tate's Bake Shop is a dynamic, fast-growing company, embodying the mindset of a highly entrepreneurial, fast-moving, and agile organization that invests in our people and our brand. At Tate's we believe in the power of real – our goods are made with real, simple ingredients, by real, passionate people. We are obsessed with quality and strive to make the world a little sweeter. Our culture is grounded through a set of values that foster us to Lead with Our Hearts, be Forward Thinking and embrace the importance of Winning Together.