**Human Resource Specialist - Apply online at www.tractorsupply.jobs**

**Job Purpose**

This position is primarily responsible for supporting the hourly recruiting efforts of the distribution center, as well as assisting in the management of human resources programs and policies that directly relate to the local distribution center. These programs and policies include compensation, employee relations/labor relations, recruiting and employment, employee diversification/EEO, performance management, training, and employee communications.

**Primary Duties and Responsibilities**

* Manages the DC Hourly Staffing process to ensure staffing to approved levels, including recruiting, selection, on-boarding and orientation of Team Members. - 50%
* Ensures the accurate and timely review and maintenance of time keeping and attendance data, in support of the payroll process and local hourly attendance program as a back up to the HR Coordinator. - 10%
* Assist and/or Leads the implementation of Team Member relations programs, policies and practices for the distribution center, to ensure consistent application of company or network-wide objectives. - 10%
* At the direction of (or in the absence of) the DC HR Manager, works in partnership with the HR Director for DC Operations and the Employee Relations Team to investigate and bring to timely resolution all employee relations concerns, hotline calls or other general team member issues involving the distribution center - 10%
* In the absence of a DC HR Manager, provides counsel to local DC Leadership on human resources issues, while elevating and partnering with the HR Director for DC Operations and/or Employee Relations - 5%
* Assists with the timely implementation of approved performance measurement and training and development programs to enhance the capabilities and performance of DC Team Members. - 5%
* Performs and/or participates in compensation surveys and utilizes published information as benchmarks. Recommends adjustments as appropriate. Implements compensation programs to attract, retain and provide incentive for team members to maximize productivity and achieve desired goals - 5%
* Supports Team Member communication planning, techniques and execution in regards to local and corporate strategies and implementations at the DC level. - 5%
* May perform other duties as assigned \*

**Job Requirements**

**Minimum Qualifications (Education and Experience)**

* Bachelor's degree from an accredited college or university preferred; 1-3 years HR experience, preferably in a distribution or manufacturing environment; any suitable combination of education and experience will be considered.

**Knowledge/Skills/Abilities/Training/Systems**

* Demonstrate strong, leadership, problem solving, communication, organizational, and multi-tasking skills
* Ability to work independently, positively handle conflict, and work in a fast paced environment
* Display detail-oriented approach to work
* Ability and proficiency in Microsoft Office products including Word, Excel and Power Point
* Ability and willingness to flex working hours as needed in order to support a multi-shift operation

**IV. Working Conditions**

* Individuals in this position will encounter ambient room temperatures, lighting, and traditional office equipment as found in any typical office environment. Individuals may need to sit at a desk or table for long periods of time; to speak clearly and carefully listen to customers; to reach over shoulder heights; crouch or stoop below the waist; repetitive wrist, hand, or finger movement; occasional lifting up to 25 pounds; and lifting as required to file documents or store materials during the workday. Individuals in this position must be willing and able to travel frequently via automobile and airplane.