

# Human Resources Director

Ritchie & Page, a licensed beverage distributor located in Robbinsville, NJ, seeks a Director of Human Resources who will be responsible for: the overall administration, coordination and evaluation of the human resources function including benefit administration, salary administration, performance appraisal management, policy implementation and update, EEOC compliance, employee relations, anti-harassment and diversity initiatives, attendance tracking, maintenance of job descriptions, personnel records and databases; and union relations. Consults with legal counsel as appropriate on personnel matters and works directly with other Directors and Managers to assist them in carrying out their responsibilities on personnel matters.

The ideal candidate should have a bachelor's degree in HR or Management; a minimum of five years human resources management experience in a professional environment; experience with benefit administration and a working knowledge of employment laws and regulations including COBRA, HIPAA, and the Affordable Care Act. Must have a high degree of professionalism and excellent interpersonal skills. The individual must consent to a detailed background check, which includes a criminal and credit history. Qualified minorities and women encouraged to apply. Ritchie & Page is an Equal Opportunity Employer.

For consideration, please email cover letter and resume to: [tdicomo@rpdbeer.com](mailto:tdicomo@rpdbeer.com)