



Trump Winery is looking for a human resources professional who is enthusiastic and organized to assist with human resource support, employee training, and philanthropy. The Employee Relations Coordinator will be responsible for recruiting qualified employment candidates, further fostering the company's culture, employee satisfaction, and compliance. We provide competitive pay with benefits including great, affordable medical, dental and vision insurance, PTO (paid vacation, sick days, and holidays), 401k eligibility after one year, generous employee discount, travel discounts at Trump Hotels, educational opportunities, paid volunteer days, and more. The Employee Relations Coordinator will report to the Controller and work closely with all department managers. This position is full time, and generally M-F. On occasion, staff training, volunteer days, staff enrichment activities, or covering company needs may occur on a weekend or evening.

ESSENTIAL DUTIES:

- Human Resource functions to include: job posting, review resumes, schedule and conduct initial phone interviews, schedule second interviews with appropriate hiring manager, participate in in-person interviews, conduct reference checks, initiate background checks and complete necessary paperwork and all communication with candidates
- Coordinate completion of new hire packet with new hires and organize new hire paperwork prior to submitting to Controller
- Facilitate new employee orientation with hiring manager
- Confirm eligibility of employee's work authorization through the use of E-Verify
- Initiate and monitor status of internal onboarding, off-boarding, and new hire checklists
- Develop and administer Groundbreaking and Customer Service Training programs
- Develop and coordinate employee recognition programs, awards, birthdays, work anniversaries, and other service programs
- Represent Trump Winery at on and offsite events as needed (i.e. job fair or other events)
- Ensure completion and documentation of various employee training programs and certifications
- Conduct exit interviews with terminating employees to determine reasons for separation
- Oversee and coordinate philanthropic outreach
- Coordinate staff volunteer days
- Maintain and continuously update SOPs as business needs change
- File employee paid time off requests in employee folders
- Department specific projects as assigned
- Assist in all departments as needed

REQUIREMENTS:

- Bachelor's degree in human resources or business administration or equivalent work experience
- Handle sensitive information discretely and confidentially
- Must be able to work in a team atmosphere, multi-task, and be comfortable collaborating internally

- Commitment to excellence and high standards
- Strong interpersonal skills; ability to effectively interface at all levels within the organization
- Exceptional communication skills: written and verbal, presentation, coordination, and collaboration
- Ability to multi-task and handle changing priorities and multiple projects in a fast-paced, multi-faceted environment
- Strong analytic and decision-making skills
- Develop and seek out creative and innovative ideas
- Proficiency in Microsoft suite (Word, Excel, PowerPoint, Outlook)

See why we've been named "one of the best places to work in Charlottesville". We offer:

- competitive pay
- 80% company paid medical premium with only a \$500 deductible
- 80% company paid dental and vision premium
- vacation, sick, and holiday pay
- 401k
- Generous discounts on wine, merchandise, and hotels
- Monthly wine training opportunities
- Two paid team volunteer days per year

To apply, please email resume and cover letter to careers@trumpwinery.com

Eric Trump Wine Manufacturing, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability, age, protected veteran status, or other categories protected by federal, state, and local law.

Eric Trump Wine Manufacturing, LLC participates in the E-Verify Program (Identity and Employment Eligibility Verification) and uses E-Verify to confirm work authorization. Candidates must be eligible to work in the United States.

Este Empleador participa en E-Verify (Verificación de Documentos de Identidad y Elegibilidad de Empleo).