



**The Lucks Company**  
**HR Generalist**  
**POSITION PROFILE**

**COMPANY OVERVIEW**

The Lucks Company is a 100+ person, high growth, high-energy company that designs, manufactures, markets, and distributes the most popular cake decorations and bakery supplies in the bakery industry. Operating since 1903, the Lucks Company produces a wide range of products including fondant and sugar decorations, edible printed photographs, and nonedible cake-top decorations. Its mission is to delight consumers, increase its customers' sales and profits, and enhance the value of its Licensors' properties and content. Located in Tacoma, WA and Fife, WA, it sells and distributes its products to supermarkets, retail bakeries, ice cream stores, and directly to consumers throughout North America. In recent years, the Lucks Company has expanded sales internationally, becoming a presence in China, Australia, and Europe.

**POSITION SUMMARY**

The Human Resources Generalist & Business Partner is responsible for providing HR guidance and support to plant management and for the administration of the day-to-day operations of the human resources functions at the plant level. Areas of responsibility include the following: payroll processing, recruiting and hiring, employee relations, benefits administration, performance management, HRIS maintenance, workers compensation, and training and development. This position will be a key support member of the Food Safety, Safety, and Quality teams.

**DUTIES/RESPONSIBILITIES**

- Oversee HR functions, which include, recruitment and contracting of staff; compensation and benefits administration; employee welfare, wellness and health; employee services and counseling.
- Provide HR support and consultation to business, answering manager questions about HR programs, policies, and other HR related topics.
- Assist and collaborate with corporate HR partners and Leadership Team with design, development, implementation, and evaluation of HR programs and initiatives.
- Process weekly payroll accurately and timely to include: inputting employees' schedules, updating vacation/sick calendar, reviewing payroll prior to run, running payroll, and leveraging the systems to meet the needs of the business in the most efficient manner possible.

- Coordinate pre-employment tests and background checks and conduct orientation of new employees to the organization.
- Prepare paperwork needed to create new employee files, input new employees on payroll system, and maintain employee file records in an up-to-date manner by handling changes in employee status and/or data promptly and accurately.
- Screen and track the employment of temporary staff and report hours to temp agency.
- Verify and maintain accuracy of data in HRIS and timekeeping system.
- Maintain sensitive and confidential information in the utmost professional manner.
- Proactively stay abreast of legal and regulatory developments that impact human resource and business functions, to include federal, state, and local (if applicable) payroll wage compliance laws, in manufacturing environments and ensure compliance with all labor regulations as well as assist in the employee relations functions.
- Drive communications strategies that keep employees informed and provide a two-way communication between employees and management.
- Partner with Leadership Team, Plant Manager and other department managers to develop and execute HR plans that align with and support operational goals and reporting requirements of the company.
- Contribute to the development, implementation and execution of change initiatives that lead to an employee-oriented, high performance culture that emphasizes quality, improved labor productivity and standards, goal attainment, and the ongoing development of a workforce in alignment with Company's objectives.
- Oversee and ensure adherence to worker's compensation requirements, including that claim documentation is completed and provided to insurer and management timely and accurately, monitoring of all active claims and keeping in touch with employees if unable to bring back on light duty.
- Manage employee relations concerns according to company policy.
- Perform other duties as assigned.

### **REQUIREMENTS**

- Minimum of five years' progressive experience as HR Generalist, or related role.
- Manufacturing experience a must.
- Expertise in processing payroll and maintenance of HRIS software programs.
- Knowledge of federal, state and local (if applicable) payroll laws.
- Computer experience, including proficiency in Microsoft Excel, Word, Outlook, and Internet Explorer.
- Strong analytical and abstract reasoning skills.
- Minimum of Bachelors Degree.
- Bilingual English/Spanish is a plus.



**REPORTING RELATIONSHIP**

Reports to the Director of Human Resources

**POSITION LOCATION**

Fife, WA and Tacoma, WA

**ENGAGEMENT MANAGER**

Rick Copeland

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