



Now Accepting Applications

Office Administration/Human Resources Manager

Job Title: Office Administration/Human Resources Manager

Location: Renfro's Market

Job Summary:

The Office Administration/Human Resources manager is responsible for overseeing the daily HR operations and administrative functions of Renfro's Market. This position manages employee relations, payroll, benefits, compliance, and various HR initiatives while ensuring administrative duties, including accounts payable and weekly bookwork from the stores, are executed accurately and efficiently. The role requires strong organizational skills, attention to detail, and the ability to work with cross-functional teams to support the organization's growth and compliance needs.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field
- 5+ years of experience in HR management, administration, or similar roles
- Basic knowledge of employment laws and compliance regulations (FMLA, EEOC, etc.)
- Excellent organizational, multitasking, and communication skills
- Ability to manage sensitive information with a high level of confidentiality
- Strong attention to detail and accuracy in financial and HR data management
- Strong proficiency in Google Workspace and Excel for data tracking and reporting

Preferred Skills:

- Experience with benefit administration and payroll processing
- Familiarity with accounts payable

Please visit renfroesmarket.com to apply.