



## Human Resources Generalist

J.C. Newman Cigar Co. was founded in 1895. With our headquarters, factory, and museum located in historic Ybor City (Tampa), Florida, J.C Newman Cigar Company is the oldest family-owned cigar manufacturer and distributor of premium cigars in the country and operates the last cigar factory in the Cigar City of Tampa.

The Human Resources team is looking for an experienced bilingual English/Spanish Human Resources professional to join our team. The Human Resource Generalist will report to the Director of Human Resources and will lead recruitment, retention, and employee relations while providing support and knowledge in other areas within Human Resources including benefit administration, compliance, payroll, and policy. The HR Generalist will be passionate about supporting the entire J.C. Newman Cigar Company team by possessing a strong team and work ethic, have a positive attitude, and possess the ability to communicate effectively.

### **The Essential Duties, Functions and Responsibilities are as follows:**

- Develop strategies to identify, recruit and hire production, support and management staff.
- Onboard all new hires including reference and background checks, drug screens and new hire processing procedures.
- Work collaboratively with the HR team to support Diversity Equity and Inclusion (DEI) strategies.
- Participate in HR and Company projects related to employee retention and satisfaction from concept through implementation.
- Performs a variety of employment related functions with the ultimate purpose of enhancing employee engagement, productivity and ensuring employee compliance with company policies.
- Work with Management team for employee issues, discipline and resolutions.
- Back up the HR Department for payroll and timekeeping responsibilities.
- Author and distribute communications to employees from the HR Department.
- Promote a positive work environment where employees feel comfortable speaking about issues or problems.
- Respects differences and promotes inclusion on an organizational level.
- Understand and be familiar with EEOC guidelines and best practices and labor laws related to our entire team.



**The Required Skills, Knowledge and Abilities are as follows:**

- Bachelor's degree in Human Resources, Business Administration, or related field required. HR Certification (PHR, SPHR, SHRM-CP, or SHRM-SCP) strongly preferred.
- A minimum of three years of human resources experience required, with emphasis on recruitment and employee relations.
- Must be bilingual English/Spanish and be able to communicate verbally and translate written documents.
- Must possess excellent verbal and written communication skills.
- Must possess experience and demonstrated excellent interpersonal and conflict resolution skills.
- Must have excellent organizational skills and attention to detail; strong analytical and critical thinking skills; and strong leadership skills.
- Must have thorough knowledge of employment-related laws and regulations.
- Must be proficient with Microsoft office programs, including Outlook, Word, PowerPoint, and Excel.

J.C. Newman Cigar Co. offers a competitive benefits package which includes major medical, vision and dental insurance, 401k Savings Plan with Company match, Company paid life and short-term disability insurance, Company sponsored long term disability, additional life insurance and healthcare insurance policies, vacation, and personal time.

To be considered for this position and the opportunity to join the most elite cigar manufacturer in the industry, please forward a copy of your resume to our Human Resource Department at [hr@jcnewman.com](mailto:hr@jcnewman.com) or visit our website [JC Newman Careers](#) to complete an application and submit a resume.

At J.C. Newman Cigar Co. we hold a belief that diversity and inclusion is an essential part of our success over the last 128 years. We have a diverse and inclusive team of dedicated people and are proud to be an Equal Opportunity Employer and comply with all federal, state and local laws prohibiting employment discrimination of any kind. We are a drug free workplace and conduct pre-employment drug screening.