

## Human Resources Generalist Position Posting

**Diamond Creek Farm** is a highly accomplished, successful, and growing Horse Farm Operation currently employing 35 employees and headquartered in Lexington Kentucky. We specialize in the breeding and sales of high-quality Standard-bred horses for the racetrack. We currently own and operate 2 farms, one in central Kentucky, and another located in Pennsylvania. We are passionate about horses, and about providing customer service that is exceptional. Our goal in everything we do is to be “a cut above” in our industry.

Diamond Creek Farm has an exciting new opportunity for a **Human Resources Generalist** to develop and lead the Human Resources Department for our growing operation. This is a growth position, with immediate needs for the following roles and responsibilities:

***Staffing:***

Develop and lead the recruiting and hiring processes for all classifications of staff across the business. Responsibilities will include maintaining employee records, providing orientation, and on-boarding of all new employees.

***Communications:***

Develop and implement internal communication processes to ensure effective one-way and two-way communications throughout the organization. Prepare communications for distribution and gather input and feedback as requested.

***Policy and Procedures:***

Draft Human Resources policies for approval and distribution. Develop and provide communications and training for policies. Develop and maintain the employee policy handbook. Provide training to employees on policy intent, administration and compliance.

***Employee Relations:***

Develop and manage processes related to maintaining positive employee relations and concern resolution processes. Assist and support team member questions and concerns as needed and requested.

***Compensation and Benefits:***

Support administration for compensation and benefit programs as requested. Be a central source of information for employees. Coordinate with vendors for HR programs or services as needed.

***Recognition:***

Plan and support organization recognition programs and events as needed.

***Other HR responsibilities as requested.***

**Requirements and Qualifications for position:**

- A combination of education and/or experience equivalent to 2-5 years of broad HR experience.
- Excellent problem-solving ability.
- Proficient with Micro-soft office computer applications (email, word, power-point, excel), preferably on Apple products including Mac OS.
- Bi-lingual English/Spanish
- Critical thinking and excellent business judgement.
- Professional
- Ability to be flexible.
- Creative and able to navigate in ambiguity.
- Independent, self-starter and self-motivated
- Excellent interpersonal and communication skills (verbal and written).

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- Be able to travel and maintain regularly scheduled visits to farm locations

### Preferred:

- Love Horses!!
- Experience/knowledge of Standardbred Horse Industry/Farms
- Bachelor's Degree in HR or related field
- 1-3 years HR Generalist experience
- PHR or SPHR certification

Diamond Creek Farm provides the following:

- Health Insurance (50% of employee coverage provided by Diamond Creek)
- Flexible Paid Time Off including vacation, sick-time, and personal time.

Compensation commensurate with experience and qualifications of candidate.

Range is \$50,000 - \$60,000

Diamond Creek Farm is an Equal Opportunity Employer

Contact: [Caroline@diamonddcreekfarm.com](mailto:Caroline@diamonddcreekfarm.com) with resumes

Full time position at office located in Lexington, KY