

MONTANA ALE WORKS

ESTD BOZEMAN 2000

Summary: Are you passionate about fostering a positive workplace culture and empowering employees to thrive? Our team is seeking a dedicated HR Generalist/Office Manager who is not only proficient in human resources and office management but also deeply values being part of and maintaining a vibrant and inclusive work environment. As a key member of our team, you will have the opportunity to join and continue to grow our dynamic organizational culture, drive employee engagement initiatives, and ensure our office operations run smoothly. If you are a proactive, people-oriented professional with a keen eye for fostering a collaborative and supportive workplace culture, we invite you to apply and be part of our dynamic team.

Company Overview: We are a vibrant, award-winning, locally owned and operated, high volume dinner-only restaurant and bar dedicated to delivering an exceptional dining experience to our patrons and a rewarding work environment for our staff. With a focus on locally sourced ingredients, sustainability, outstanding guest service, and community involvement, we take pride in our diverse menu offerings and welcoming atmosphere.

At Montana Ale Works, we are deeply committed to sustainability and environmental stewardship. We believe in making responsible choices that positively impact our planet and community. From sourcing locally grown ingredients to minimizing food waste to offsetting our energy use with an expansive rooftop solar array, we actively integrate sustainability practices into our operations. As an HR Generalist, you will have the opportunity to support and promote these initiatives, nurturing a culture of environmental awareness and responsibility among our team members. Join us in our mission to create a more sustainable future while delivering exceptional hospitality to our guests.

Position Overview: As the Restaurant HR Generalist/Office Manager, you will play a pivotal role in supporting our human resource and office management functions. You will be responsible for overseeing all HR activities, managing administrative tasks, and ensuring smooth operations while maintaining vigilant focus on our two greatest assets: our people and culture!

Key Responsibilities:

1. Human Resources:

- Conduct recruitment efforts for hourly and salaried positions, including posting job openings, screening candidates, and coordinating interviews.
- Facilitate new hire orientation sessions and assist in the onboarding process.
- Maintain employee records
- Ensure compliance with all relevant employment laws and regulations.
- Administer employee benefits programs and address inquiries related to benefits enrollment, coverage, and eligibility.

- Handle employee relations matters, including conflict resolution and disciplinary actions, in accordance with company policies and procedures.
- Coordinate employee training initiatives and professional development programs.
- Conduct regular performance evaluations and provide feedback to employees & managers.

2. Office Management:

- Manage office supplies inventory and place orders as needed to ensure adequate stock levels.
- Oversee the maintenance of office equipment and liaise with vendors for repairs and servicing.
- Coordinate office logistics, including scheduling mtgs, managing calendars, taking mtg minutes.
- Assist in the preparation and distribution of internal communications and announcements.
- Handle incoming correspondence, emails, and phone calls, directing inquiries to the appropriate departments or personnel.
- Maintain cleanliness and organization in office spaces, ensuring a professional and welcoming environment for staff and visitors.

Qualifications:

- Proven experience in human resources management and office administration — *within the hospitality industry* — highly desirable.
- Strong understanding of employment laws, regulations, and best practices.
- Excellent communication and interpersonal skills, with the ability to interact effectively with individuals at all levels of the organization.
- Detail-oriented with strong organizational and time management abilities.
- Proficiency in Microsoft Office Suite and HRIS software.
- Ability to multitask and prioritize tasks in a fast-paced environment.
- Demonstrated discretion and integrity in handling confidential information.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health insurance, retirement savings plan, and paid time off.
- Opportunities for career advancement and professional development.
- A dynamic and supportive work environment with a focus on teamwork and collaboration.

If you possess strong HR and office management skills, are passionate about hospitality and thrive in a dynamic and fast-paced environment, we encourage you to apply for this exciting opportunity. Please submit your resume and a cover letter outlining your qualifications and interest in the position. We look forward to welcoming the newest member of our team!

Application Instructions: Please send your resume and cover letter to office@montanaaleworks.com with the subject line: "HR Generalist/Office Manager Application - [Your Name]". Applications will be reviewed on a rolling basis until the position is filled.