



Human Resources Representative

See Yourself At Target See a company like no other.

We're a company living a clear vision; to be the best. In every area of our business. In everything we do. Our nationwide channel of retail stores, distribution centers, and corporate offices offer you thousands of opportunities to join our diverse team and bring your best.

As a Human Resources Representative, you'll ensure the distribution center is staffed with a professional team required to run our distribution center as efficiently, safely and productively as possible. You'll inspire your team to help make our distribution center the best in the industry and create an open path of communication between you and your team. You'll hire, train and develop an hourly team and lead training, diversity awareness and employee relations programs for the facility. You'll forge relationships with our stores, headquarters and other internal clients, as well as federal, state and local agencies and partner with your peers to remove barriers to your facility's success.

See The Rewards

Eligible team members will receive one of the best earnings packages anywhere, including competitive pay, all-around insurance coverage, 401(k), flexible scheduling, training and development and many other perks and benefits. See a place of exciting challenges and rewards. See a place where you'll feel empowered to do something brilliant. See a place filled with creativity and unlimited opportunity. See a place where 'work' could easily be called play. See yourself here. Target is an Equal Employment Opportunity Employer and is a drug-free workplace.

See Yourself

- Guiding human resources team members in daily operations
- Developing operational policies and procedures on issues that affect your team
- Leading programs including worker's compensation, drug-free workplace, new hire orientation and many others
- Maintaining an environment that supports diversity
- Ensuring your team members receive timely, accurate reviews, wage increases and benefits
- Maintaining positive employee relations by creating a responsive, open environment and being available to your team members to facilitate open and continuous communication
- Evaluating current work methods and finding ways to eliminate inefficiencies
- Assembling a top notch, diverse executive and hourly team, including hiring, training, development
- Coordinating and facilitating counseling and corrective action programs for team members
- Assisting the senior leadership team in planning, executing and tracking professional development programs

Job Requirements

- 4-year college degree or equivalent management experience
- Ability to communicate clearly and effectively in all situations with great interpersonal skills
- Experience working in a team-oriented environment
- Strong reasoning, analytical and problem solving skills
- Proven ability to motivate teams and manage conflict
- Basic PC skills
- Ability to access all levels and areas of the facility
- Ability to interpret and understand policies and procedures and relate them to others
- Openness to relocation

TO APPLY: Email your resume to mellissa.williamson@target.com

Or visit www.target.com/careers

This is a summary of the position and not intended to be a complete job description.