



People and Culture Manager (Full Time)

Seattle Food Tech (SFT) is an early-stage, plant-based food start-up. As a food production and manufacturing technology company, we are working to substantially increase the volume and lower the price of specific, high-quality plant-based meat products to effectively serve the institutional market to replace animal-based meat on a large scale.

Seattle Food Tech is seeking a conscientious, flexible, and detail-oriented **People and Culture Manager** who enjoys making a difference, being a part of a team, and takes pride in working in a fast-paced, constantly changing startup environment. We are seeking a mission-focused and dedicated team member to manage all aspects of human resources, including compliance, and to lead the development of a positive and supportive work culture. Flexibility and keen follow through are critical for success for employees in a startup environment. This position is an extraordinary opportunity to get in on the ground level with a fast growing, mission-focused start-up and help build the company. This position reports directly to the CEO and VP of Business Development.

Position Responsibilities:

- Manage all aspects of human resources and compliance for the company, including but not limited to: talent acquisition, performance management, talent management, learning and professional development, and employee/partner engagement.
- Lead and manage all recruitment, staffing, interviewing, and assessment of positions at all levels, ensuring legal compliance.
- Lead and coordinate onboarding and training processes of new employees.
- Manage payroll.
- Manage all employee relations including conflict resolution, code of conduct violations and any necessary investigations required to resolve complaints.
- Monitor and analyze attrition, attendance and other key HR metrics to effectively make recommendations to business partners for retention.
- Lead employee retention efforts and address employee concerns as they arise.
- Manage company policies for employees (including employee handbook) and ensure consistent policy implementation and adherence.
- Develop and lead a strategic company culture plan and collaborate with executive team to implement.
- Manage employee promotions, recognition, and appreciation programs.
- Develop and implement comprehensive, competitive, and cost-effective compensation and benefits plans for the firm.
- Plan company-wide events and retreats.
- Stay updated on HR trends and employment laws to ensure compliance with applicable local, state and federal regulation.

Qualifications: Candidates should have all of the following credentials:

- 3+ years of experience as an HR generalist.
- 1+ years of experience recruiting staff (technical recruiting is a strong advantage).
- Formal training to manage workforce compliance (a variety of trainings might apply).
- Compassionate people-management skills.
- Strong attention to detail and a commitment to excellence.

- Experience in a start-up environment is highly desirable.
- Experience in food service or food production is highly desirable.
- Experience and familiarity with using HR, recruiting, and/or payroll software systems.
- Mission focus. Our company works to end factory farming.
- Excellent communication skills – written and verbal.
- Ability to prioritize projects and strong problem-solving skills.
- Flexible and willing to take on any tasks to support team efforts.
- Good research skills and highly organized.
- Must operate with a sense of urgency and have attention to detail.
- Capable of making decisions independently and exercising excellent judgment.
- Handles confidential information with discretion.
- Strong work ethic, integrity and personal accountability.
- Proficiency in G-Suite applications as well as MS Word and Excel.
- Ability to obtain a WA state food worker card to support training of staff, as necessary.
- Must have a valid WA State driver's license and access to a personal vehicle. Mileage for these tasks is reimbursed at state-mandated mileage rates.

Position Type/Expected Hours of Work: This position regularly requires long hours and may require weekend or after-hours work.

Desirable Skills

- Interest in the plant-based meat industry
- Experience in the food industry

Location: South Seattle and the greater Seattle area. This position will initially be located in part at a home office, but will quickly transition to our facility being set up in Seattle.

Salary: Commensurate with experience as an HR generalist.

How to apply: Please submit a resume and cover letter explaining how your experience fits the skills needed in this position to apply@seattlefoodtech.com. We are seeking to hire for this position immediately.

Non-Discrimination and Anti-Harassment Policy: At Seattle Food Tech, we aim to attract the most qualified and creative problem-solvers to the mission of providing sustainable, affordable meat alternatives. In achieving that goal, SFT does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our operations. Women, minorities, people of color, and those with non-traditional educational and experiential backgrounds are encouraged to apply. Further, we are committed to providing an inclusive and welcoming environment for all members of our staff, subcontractors, vendors, and clients. Discrimination or harassment in any form or based on any of the above factors is prohibited, as is retaliation against a person who has made a complaint or given information regarding possible violations of our policy.