

POSITION SUMMARY – HR Manager

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

PRIMARY RESPONSIBILITIES

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

QUALIFICATIONS

- MBA in Human Resources

EXPERIENCE

- 3-5 Years

REQUIRED SKILLS / ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

POSITION SUMMARY- Manager Admn.

Administration Manager to required to supervise daily support operations of the company and plan the most efficient administrative procedures. The person will lead a team of professionals to complete a range of administrative duties in different departments.

PRIMARY RESPONSIBILITIES

- Provide standard clerical duties as assigned, including faxing, copying, mailing, and communicating with clients
- Organize meeting schedules for various departments
- Respond to incoming communications, such as phone calls and emails
- Provide assistance in filtering and forwarding communications to proper individuals and departments
- Create written and typed reports, including memos and business letters
- Help organize small to large scale events and provide ongoing assistance during events
- Assist in handling of human resources activities, including payroll and personnel databases
- Maintain and order necessary office equipment and supplies, as needed

QUALIFICATIONS

- MBA in Human Resources

EXPERIENCE

- 3-5 Years

REQUIRED SKILLS / ABILITIES

- An Associate's degree in office administration may be preferred
- A Bachelor's degree in a relevant field may be preferred

- 1-3 years of experience working in an office setting and performing clerical work
- Advanced knowledge of productivity tools, including Microsoft Office Suite
- Strong familiarity with office communication tools, such as Microsoft Outlook and modern phone systems
- Knowledge of or ability to learn to use office equipment, such as fax machines and copiers
- Proven organizational skills and the ability to maintain organizational methods that others can follow
- Highly dependable and trustworthy
- Extremely effective communication skills with a talent for operating across different levels of an organization