

Human Resources Manager



Position Specifics:

Department: Corporate Management
Reports to: Operations Manager
Supervises: Training Coordinator, Recruiter

Purpose:

Manages the development, implementation and coordination of all personnel related policies and procedures. Ensures compliance with all Federal, State/Province, and local employment laws. Assists the business in achieving goals through productive and engaged employees. Attracts and retains talent and effectively engages department personnel.

Responsibilities

- Develops employee policies and procedures for the organization and coaches managers and employees on the adherence to the policies, procedures, laws and regulations
- Communicates regularly with the corporate management team about current HR trends including those surrounding wages and compensation in order to maintain competitiveness in the hiring process and retention of existing employees.
- Seeks opportunities for enhanced HR Department operational effectiveness via technology-based tools and manages the implementation process
- Manages the benefit plans and the workers compensation process for the organization
- Collaborates with the corporate management team to develop recruiting, on-boarding and retention strategies and participates with HR staff to conduct interviews and other activities in support of those strategies
- Manages employee performance review processes for the company
- Maintains and manages key employee communication tools including but not limited to employee surveys, the company suggestions box, and the SharePoint HR Site
- Provides assistance and direct support to managers for elevated employee disciplinary activities as needed
- Oversees the administration of training and employee learning & development activities and corresponding recognition programs
- Manage the organization's Safety and Health plans, including required training, injury prevention and Human Resources related legal requirements
- Manages record keeping activities pertaining to HR functions in keeping with legal requirements

Experience, Education, Skills and Knowledge:

- 5+ years experience in Human Resources Management activities such as compensation and benefits, staffing, employee development, training, and legal compliance
- Expert knowledge of employment laws, policies, and regulations
- Knowledge of database software and human resources computer application systems
- Understands minimum wage laws, confidentiality policies, employee notification requirements, and other regulatory policies
- Ability to write and speak effectively to individuals and groups
- Degree in Human Resources/Business Management or equivalent experience required