

Human Resources Manager

POSITION SUMMARY:

The Human Resource Manager is a valued member of the Leadership Team, reporting directly to the Vice President of Operations/Sales. As a trusted Business Partner, the HR Manager will drive results and support business objectives. This position supports a business unit of approximately 120+ exempt and non-exempt associates.

This position requires you to act as a change agent while driving organizational effectiveness through talent acquisition, leadership development, employee engagement, diversity, employee and labor relations, and compliance.

The HR Manager provides guidance with training, coaching, and development as they work with the supervision to support each department. The HR Manager leads employee relations activities, which include performance management, investigations, and compensation alignment. In this role, you will use analytics, expertise and workforce trends to influence decisions that drive organizational processes & programs.

JOB DUTIES:

- Maintains the work structure by updating job requirements and job descriptions for all positions as needed.
- Maintains management guidelines by preparing, updating, and implementing human resource policies and procedures.
- Maintains organization staff by establishing a recruiting and interviewing program; counseling managers on candidate selection;
- Conducts recruitment effort for top talent including exempt, nonexempt and temporary workers through improved selection tools and criteria, and local outreach efforts; coordinates advertisements; works with management to screen and interview candidates; conducts reference checking; extends job offers;
- Onboarding of new hires, monitors career-path program and employee relations counseling, conducts and analyzes exit interviews. Updates onboarding and training programs as needed.
- Works with management to design and implement employee retention strategies
- Maintains a pay plan by conducting periodic pay surveys; conducting job evaluations; recommending pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; hearing and resolving employee grievances; counseling employees and supervisors.

- Plans and directs implementation and administration of employee benefit programs such as health insurance, worker's compensation, 401K and other plans. Works with insurance brokers assessing benefit needs and trends, obtaining and evaluating benefit contract bids and recommending benefit programs to management; coordinating renewals and open enrollment. Working with brokers to design and conduct educational meetings on benefit programs. Oversees annual enrollment.
- Monitors and balances monthly statement ensuring accuracy.
- Establish a wellness program
- Prepares and processes all leave of absence requests and corresponding paperwork including medical, personal disability, FMLA. Manage and track approved LOA's
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements and laws including but not limited to FLSA, FMLA and ADA, FMLA, to minimize risk/exposure to the company.
- Conducting investigations; maintaining records; representing the organization at hearings as needed.
- Ensures Company policies are administered fairly and consistently
- Maintains historical human resource records and retrieval system; keeping past and current records in compliance with legal requirements
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency.
- Facilitates training on various HR and compliance topics
- Oversees Payroll currently Paychex
- Supervises Payroll Coordinator/HR Assistant
- Performs other duties as required

QUALIFICATIONS

Creative, Independent self-starter • Adaptable quick learner, • Must be a confident communicator, (including written, and verbal skills) and able to effectively influence and present to Leadership • Ability to effectively manage multiple projects • Knowledge of employment law and regulatory compliance issue) • Must possess a high level of honesty, integrity, and ethics • Requires proven ability to think strategically, use good judgment, as well as possess strong analytical, decision making, negotiation and problem solving skills • deadline oriented • Maintain a high degree of confidentiality

EDUCATION

- Bachelor's degree in human resources, business, or organizational behavior or related field or equivalent work experience - Required. Minimum 10 years management experience in Human Resources.
- Master's Degree preferred

Apply online at: www.kaufmanengsys.com/Career_Opportunities.html

1260 Waterville-Monclova Rd. | Waterville, Ohio 43566 | 419-878-9727 | www.KES-USA.com