

JOB DESCRIPTION

Job Summary:

The Human Resource Manager (HRM) position is responsible for aligning business objectives with employees and management in designated business units. The position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the business objectives of the organization. The HRM maintains an effective level of business literacy about the business unit's financial position, its midrange plans, its culture and its competition.

Duties/Responsibilities:

- Conducts monthly meetings with respective departments.
- Consults with line management, providing HR guidance when appropriate.
- Analyzes trends and metrics to develop solutions, programs and policies.
- Manages and resolves complex employee relations issues. Conducts thorough and objective investigations.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Engages with outside legal as needed/required.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.
- Develops contract terms for new hires, promotions and transfers.
- Provides guidance and input on department restructures, workforce planning and succession planning.
- Identifies training needs for departments and individual coaching needs.
- Evaluates and monitors training programs to ensure success. Follow up to ensure training objectives are met.
- Process weekly payroll, benefit administration and workers compensation management
- Team Lead on community facing efforts such as website management and advertising
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Ability to acquire a thorough understanding of the organization's structure, jobs, compensation practices, and the administrative practices
- Excellent time management skills with a proven ability to meet deadlines.
- Strong problem-solving skills.

- Proficient with Microsoft Office Suite or related software.

Supervisory Responsibilities:

- This position has responsibility for supervising the Receptionist/Sales Administrator.

Education and Experience:

- Minimum of 5 years of experience in Human Resources
- Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, diversity, performance management, and federal and state respective employment laws.
- Bachelor's degree required.
- SHRM Certified Professional (SHRM-CP) a plus

To Apply:

Contact Sue Flammia at sue@nextgenhs.com or 603-521-0270.