



Job Description
Human Resources Manager
Salary Range \$75,000 - \$120,000

The HR Manager reports to the Chief Executive Officer and is responsible for coordinating all administrative activities related to an organization's personnel.

Responsibilities:

- L&I management. Understand retro group participation & fees. Understand claims from initiation through settlement, including light duty, KOS, & time loss payments. Ability to analyze options to best serve the company.
- Safety management. Run thorough safety programs throughout all facets of the company. Report on company health & safety compliance
- Full understanding of benefits (medical, dental, vision, 401k, time off etc.) and be able to explain options to employees on eligibility
- Support company managers in full employment cycle. Hiring, interviews, job descriptions, org chart, employee disputes & conflicts, lay-offs
- Recruiting seasonal workers
- Handle workplace investigations, disciplinary, and termination procedures
- Develop conflict resolution process
- Maintain smooth onboarding process & train new employees on general company process
- Assess training needs for employees & monitor training programs
- Maintain current job descriptions & org chart with managers to optimize skill sets, qualifications of new and existing employees
- Handbook administration. Annually update handbook using state & federal guidelines, as well as company policies and procedures
- Maintain employee and workplace privacy
- Manage time keeping to ensure employees are paid correctly, manage PTO, FMLA, WAPFML, etc
- File annual compliance reports to governmental & corporate agencies
- Manage HR team

Requirements:

- 5-10 years as HR manager in multi-cultural environment
- Degree in Human Resources or related field
- Bi-lingual in English and Spanish
- Knowledge of HR systems and databases, including time keeping & onboarding software
- In-depth knowledge of labor law and HR best practices
- Strong communication & interpersonal skills with ability to interact with both staff and executives
- Ability to coordinate and follow up on multiple projects
- Excellent communication skills, both verbal and written, understand confidentiality of information
- Strong proficiency with MS Office, including MS Excel & MS Word

