



Title:

Human Resources Manager

Reports to:

Chief Executive Officer

Job Purpose:

Oversees recruitment, employee relations, policy compliance, and plays a crucial role in shaping organizational culture and strategy

Key Responsibilities and Accountabilities:

- Create a world class environment with a unique Company approach of asking “How do I make someone’s day better?”
- Recruitment and Staffing: Manage the recruitment process, including job postings, interviewing, and hiring new employees to build a skilled workforce that positively contributes to our culture and business and ensure the right people are in the right seats
- Employee Relations: Serve as a link between management and employees, addressing grievances, managing disputes, and fostering a positive work environment
- Performance Management: Develop and oversee performance appraisal systems that drive high performance employee engagement
- Training and Development: Organize training sessions and professional development programs to enhance employee skills and knowledge
- Policy Development: Create and implement HR policies and procedures that comply with labor laws and regulations, ensuring organizational compliance
- Compensation and Benefits: Manage employee compensation and benefits programs, ensuring they are competitive and aligned with organizational goals
- HR Operations and Administration: Maintain HR records and audit for compliance and manage HR staff to ensure efficient operations
- Strategic planning: Consult with executive leadership team on strategic planning and organizational development, aligning HR strategies with business objectives
- Promote individual and team success by creating ways for the team to celebrate
- Oversee the onboarding and training process to prepare the Team for success
- Promote personal and company image throughout the community



Requirements:

- Bachelor's Degree in Human Resources, Business Administration, or related field
- At least 3 years experience in a leadership or HR role
- Ability to analyze HR metrics and data to inform decision-making and improve HR practices
- Proficient in utilizing computer based tools and systems in a Microsoft environment
- Ability to climb steps
- Ability to travel up to 10%

Preferred Requirements:

- Spanish and English speaking