

Job Title: Human Resources Manager

Summary/Objective: The Human Resources Manager will perform administrative tasks and services to facilitate human resource processes at all business locations. Ensure compliance with labor laws, maintain HRIS data, onboarding, staffing, and orientation. This position will assist in resolving benefits-related problems, payroll, and help maintain an environment for positive employee relations.

Essential Functions:

- Develop and manage recruitment strategies. Oversee job postings, interviews, and hiring. Coordinate onboarding, orientation, and new hire documentation. Attends recruitment activities including posting jobs via online, social media, and attending job fairs.
- Function as a point of contact for employee concerns and conflict resolution. Support managers with performance and conduct issues. Foster a positive, inclusive workplace culture.
- Ensure compliance with employment laws and regulations to include EEO, ADA and all others pertaining to all companies. Maintain HR policies, procedures, and employee handbooks. Assist with investigations, documentation, and audits. Maintains the integrity and confidentiality of human resource files and records.
- Track metrics. Partner with leadership on organizational planning, align HR initiatives with business goals, and support organization growth. Identify training and career development needs, coordinate training programs and succession planning.
- Create KPIs, SOPs and job descriptions. Assist with performance reviews, development and compensation as needed. Ensure equitable practices.
- Assist Benefit Coordinator with benefit administration as needed. Maintain complete knowledge of payroll systems, to back up for Payroll Specialist, as necessary.
- Organize open enrollment on site for all companies and manage paperwork related to enrollment.
- Performs periodic audits of HR files and records to ensure that all required documents are received, maintained, and filed appropriately.
- Performs other duties as assigned.

Minimum Requirements:

- Associate's degree in human resources or related field and/or equivalent experience.
- Bachelor's degree in human resources or related field preferred.
- 2 years of related experience required.
- Excellent verbal and written communication skills.
- Working understanding of human resource principles, practices, and procedures.
- Extensive knowledge of employee benefits and applicable laws.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Salary will be determined based on experience. Excellent organizational skills and attention to detail.

Salary range: \$65,000 - \$85,000 annually

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor or management.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. The above statements are not meant to be all inclusive. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The L.C. Whitford Co., Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. The L.C. Whitford Co., Inc. is a drug-free workplace.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Accommodations for Applicants with Disabilities:

The L.C. Whitford Co., Inc. provides reasonable accommodations and/or assistance to applicants with disabilities and disabled veterans (including but not limited to other protected veterans and individuals with known physical and mental limitations). If you need reasonable accommodation/assistance for any part of the application and/or hiring process, please contact The L.C. Whitford Co., Inc.'s HR Department at 585-593-3601.