

Human Resources Manager Job description

The Human Resource Manager leads and directs the routine functions of the Human Resources (HR) department including: hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. Additionally, this role is responsible for developing and refining systems around HR functions (e.g., onboarding, compensation strategies).

Essential functions

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- **Administrative Support:** As part of the management team, the employee holding this position will actively participate in and contribute to department and company meetings as necessary. The employee will work with leadership to improve firm operations, provide recommendations, and ensure consistency of work across the firm.
- **Benefit Administration, Education, Enrollment:** Partners with leadership in market assessment and optimization of compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent. Ensure employees are educated on benefits and are enrolled appropriately. Ensures accurate and timely reporting to benefit administrators (health insurance, worker's compensation, etc.)
- **Business Partnership:** Collaborates with departmental managers to understand skills and competencies required for openings, along with departmental needs/issues. Supports managers in problem resolution, as appropriate.
- **Compliance:** Ensures ongoing compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- **Culture Ambassador:** This role is responsible for leading initiatives to ensure a positive culture in accordance with company values.
- **Department Leadership:** Provides support and guidance to department staff, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.

- **Employee Growth:** Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- **Payroll Processing:** Oversees completion of biweekly payroll, including appropriate deductions, as necessary.
- **Performance Management:** In accordance with company policies and best practices, this position oversees all employee disciplinary meetings, performance evaluations, terminations, and investigations. Ensures strong HR documentation throughout the organization.
- **Process Development and Improvement:** This role is responsible for ensuring the existence and consistent execution of all HR related processes, including development of necessary HR related metric tracking tools.
- **Strategic Planning:** Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- **Talent Acquisition & Onboarding:** Manages the hiring process, which may include recruitment, screening, interviewing, and extension of employment offers. Responsible for partnering with leaders to ensure positive onboarding experience for all new hires.
- **Other Duties:** This position is expected to be flexible regarding tasks completed, and may assist with other general, legal, or administrative tasks as requested.

Job Type: Full-time

Pay: \$70,000.00 - \$95,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Referral program
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

Ability to Commute:

- Traverse City, MI (Required)

Work Location: In person