

HUMAN RESOURCES MANAGER

Powers and Sons is seeking a highly organized, hardworking and self-motivated person. The ideal candidate will report to the President(s); therefore, he or she must have superb time management and organization skills.

RESPONSIBILITIES:

- Implement strategic organizational change to increase productivity and employee satisfaction. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.
- Evaluate the effectiveness of current programs/policies and recommend HR strategies and approaches to increase business and improve operations.
- Creating and revising job descriptions
- Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts new-employee orientations; monitors career-path program and employee relations counseling.
- Establishes and maintains paid time off records and reports.
- Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Developing, revising, and recommending personnel policies and procedures
- Ensures compliance with all federal, state and local employment laws.
- Develops and maintains a human resources system that meets top management information needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Writes and delivers presentations to corporate officers or government officials regarding human resources policies and practices.
- Plans and conducts new employee orientation to foster positive attitude toward Company goals.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Advises management in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.
- Provides management direction and counseling. Supervises clerical assistant and temporary staffing as needed