



POSITION: Human Resources Manager

JOB RESPONSIBILITY SUMMARY:

Manages the functions of Human Resources with regard to employment, retention, employee relations, recruitment, onboarding, benefits administration, training, wellness and other administrative tasks, in accordance with company policy and federal and state regulations. Responsible for executing key HR initiatives and developing and implementing HR processes that meet the needs of the organization and employees.

ESSENTIAL FUNCTIONS:

Employment, Retention, Employee Relations and Administration

- Develop, recommend and implement personnel policies and procedures; maintain employee and contractor handbook on policies and procedures. Ensure consistent application and integration of policies, procedures and practices.
- Oversee employee Job Descriptions ensuring they are up-to-date, and available for all active positions.
- Respond to internal and external inquiries about the company including, but not limited to, employment verifications and activities following established procedures.
- Coach, counsel and guide managers in the before and during the employee corrective action process, including and up to termination of employment.
- Maintain employee files and verifies all necessary documentation as dictated by governing agencies.
- Administer performance appraisal system and ensures evaluations are done in a timely manner.
- Maintains and coordinates recognition programs.
- Coordinate and/or conduct internal training as necessary; coordinate outside training opportunities.

Recruitment and Onboarding

- Recruit for open positions internally and externally.
- Screen resumes and conduct phone interviews. Work with managers to keep them aware of potential candidates; schedule and participate in onsite interviews. Obtain completed application and background check release forms. *
- Manage employee and contractor orientation program. Conduct new hire onboarding and orientation on first day of employment and touch-base at 30 days. Meet with new employees at 60 days to present benefit options. Follow-through to ensure successful enrollment of all benefit elections, and ID cards are issued/received timely (when applicable).

Benefits Administration

- Plan and manage annual Open Enrollment to present employee benefit options. Follow-through, as necessary, when gaps in administration are identified. Act as direct contact for vendors and TPA administration.
- Screen employee benefit elections to ensure company eligibility policies are followed.
- Ensure company follows federal regulations concerning employee communications and group healthcare plans. (Plan documents; SBCs; SPDs, etc.)
- Work with the CEO to ensure our employee compensation is compatible in the market industry.

Fundamental Committee

- Organize company events; create new programs that support participation from employees
- Oversee annual programs in supporting company's Custom Fundamentals culture; Initiate/manage flu vaccine program; to support employee well-being, etc.

ESSENTIAL SKILLS AND EXPERIENCE:

- Bachelor's degree in Human Resources or equivalent experience.
- Experience developing and implementing HR processes
- Understanding of benefits administration
- Minimum 5 years of human resources experience preferred with both exempt and non-exempt employees.
- Excellent organization ability.
- High level of confidentiality and tact in all matters of the job.
- Ability to manage multiple priorities and drive to closure.
- Excellent verbal (including public speaking), written communication, and interpersonal skills at every level of the organization.
- Excellent PC skills, proficiency in MS Office Suite.
- Conflict management/negotiation skills.

Qualified candidates should send a cover letter, resume and salary expectations to careers@customdesignbenefits.com.