



## Job Description

Job Title: Human Resources Manager

Reports to CFO

Pay: Salary - DEO

The Human Resources manager, plans direct, and executes the human resource functions of the organization. Responsible for providing support for a variety of activities such as employee relations, recruiting, administration of benefits, database management, payroll processing, onboarding, terminations, trainings and expected to be up to date with HR laws and understanding of COVID 19 protocols as it pertains to the workplace.

- Recruits, interviews, hires, and trains staff in the department with the collaboration of the department manager. Maintain employee records, ensuring completion and accuracy of detail such as employee contact information, job classification, pay rates, organizational structure, and other key details.
- Maintain accurate record of active job openings, receive application, manage job postings, review applications, schedule and conduct preliminary interviews.
- Perform administrative and recordkeeping tasks related to staffing changes, which may include layoffs, resignations, terminations, and extended leave of absence.
- Assist with the administration of employee benefits, which include collecting and submitting employee information and notice of change status to health, dental, life, disability benefits.
- Plans, supports, and may conduct company-wide information meetings such as open enrollment, new hire orientation, safety training, and retirement information.
- Works closely with PEO (professional employer organization), to accomplish all necessary HR tasks and serves a liaison between third party administrators and employee.
- Review, correct timecards, and process semi-monthly payroll. Prepare and post payroll journal entry.
- Prepares overtime reports and other HR related reports as needed.

### Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal and teamwork skills.
- Good working knowledge of HR laws and regulations.
- Ability to make decisions and have strong problem-solving skills.
- Proficient with Microsoft Suite Software, word, excel, teams.
- Ability to be self-directed.
- Experience with Department of Transportation (D.O.T.) requirements as it pertains to HAZMAT drivers a plus

### Education and Experience

- Bachelor's degree or associate degree in human resources.
- Minimum of six years' recent experience in human resources.