

ADMINISTRATIVE JOB DESCRIPTION

Human Resources Manager

Oversees all facilities or location to include, but not limited to the following:

- Manages talent management processes: recruiting, retention, performance management, employee development
- Conducts new hire orientations
- Input all new hire information
- Supports all levels of management by providing strategic HR counsel and drive the company's HR practices
- Evaluate current HR practices and make recommendations for the best solutions for contemporary HR issues, also ensuring that company is in compliance with all appropriate laws through research
- Reports all personal injury and worker's compensation claims to insurance carrier
- Completes all verifications, all department of labor claims request and wage information request
- Maintains all personnel files and ensures that all are in compliance
- Administer employee benefits and compensation programs and other HR company initiatives as required
- Completes special projects or additional duties as required

Qualifications:

- Bachelor's degree and/or former HR experience
- Must possess comprehensive knowledge of office management, facilities management and operations, janitorial management procedures
- Excellent written and verbal communication skills
- Must have the ability to clearly communicate effectively and tactfully with customers, subordinates, and management of all levels within the organization
- Must be responsible and have the ability to motivate workers
- Strong proficiency in Microsoft Office required
- Must have excellent analytical and supervisory skills; strong time management, project management, and critical thinking skills; and strong leadership and interpersonal skills
- Ability to adapt to a fast-paced and changing work environment; to prioritize and organize work related tasks and special projects
- Strong attention to detail and ability to meet deadlines

Physical Demands:

Constant (up to 100%) standing, walking, pushing, balancing, stooping, kneeling, crouching, twisting, reaching over head, handling/fingering, reaching forward, and concentrating. Must be able to lift and and/or carry 50lbs.