**Human Resource Manager**

**Job Description**

Status: Full-Time, Salary/Exempt

Schedule: Business hours are 8:00 am to 5:00pm

 Typical work week 45 – 50 hours on average

Supervisor: President

**Summary:**

The ideal candidate for this position enjoys the challenge of creating, leading, and executing strategies for talent acquisition, company culture, training and development, employee relations, payroll and the administration of benefits, budget, legal compliance etc. This role requires both doing the daily work of a generalist and also developing and creating what is needed for the future of the company.

To thrive in this position, you will need to have strong leadership skills, alignment with our culture and values, ability to listen to team members and offer coaching that gives people an opportunity to learn and grow. In addition, HR is accountable for managing risk for the company and legal compliance, and you must be willing to be that voice as well as a voice for creation and growing into a future.

You will want to enjoy a dynamic environment, that gives you a voice in the company and at the table. This role encompasses strategic planning, data entry and everything in between. You will need to manage, generate, and perform such that the company’s strategic objectives, and standard of “you’ll like working with us” is achieved.

**Essential Functions:**

The list below is an overview of the essential functions of this position; however, the specific duties listed with each are a summation.

Leadership:

1. Partner with the President for organizational development. You will be a member of the Executive leadership team and partner to meet company business goals and strategies. You will develop goals that support the annual corporate goals and enroll others as needed to achieve them.
2. Proactively develop effective relationships with everyone in the company and understand their roles. Attend monthly cross functional meetings with the president, listening for what is important to our team.
3. Provide direction and coaching on workplace concerns. Develop and implement training as needed.
4. Report and analyze trends both internally as well as external trends.
5. Complete weekly updates that reflect, goal achievement status, recruiting updates and HR information that is trending.
6. Manage and administers the annual performance evaluation process, culminating in a report for the president and owner that is used to determine wage increases and bonuses.
7. You will work with the president to create training and team building exercises for corporate wide meetings typically held in January and June.
8. Manage an annual HR budget.

HR Generalist duties

1. Processing and maintaining payroll, using the Paychex system, on a semi-monthly schedule.
2. Subject matter expert and point of contact for benefits, FMLA, COBRA, Policies, Unemployment paperwork, OSHA, Injury/Accident reporting etc. Manage return work process for workers comp and ADA accommodations.
3. You will manage all new employee enrollments and annual open enrollment periods for 401K, Medical, Vision, Dental and other supplemental offerings. This requires data input, using several different systems.
4. Assure HR compliance with all regulations and laws
5. You will facilitate our Skill Enhancement and Employee Development program for employees who choose to participate.
6. Continuous Education for yourself through memberships in SHRM, VSHRM and attending meetings and/or training sessions.
7. Write and recommend new policies and procedures, maintain employee handbook.
8. Partner with the Safety leader to update the safety handbook and practices.
9. Compensation: understanding the market, participate in surveys so you can get access to information. Annual review of the market and pay scales by year end.
10. Employee files both hard copies and electronic files. DOT requirements for our Truck driver.
11. Annual reporting requirements for OSHA, ACA, etc. Distribute notices as required for the 401K, Medicare etc.

Training, Recruiting and Onboarding:

1. Prepare for the forecasted hiring needs done year end. Create/update job descriptions as necessary.
2. Execute a recruitment plan; where to post, building partnerships with recruiting agencies, using industry websites for specific roles etc.
3. Conduct all initial interviews with candidates, manage and maintain applicant paperwork, facilitate, and participate in the interviews via phone, in-person with manager and/or team and video conferencing as necessary. This role is the gatekeeper for the entire process onboarding process through the probationary period.
4. Manage job offers, onboarding process, including I-9, 401K, benefits enrollment.
5. Assure each person has a 30/60/90-day training plan and will schedule meetings with the new hire and manager for a successful completion of the probationary period.
6. Recommend various avenues for filling vacancies from hiring, temporary work, job share or redistribution of work to other roles.
7. Listen for what skills and training are needed, partner with leaders to find training or create it.

**Requirements:**

**Education:**

a. High School Diploma required

b. College Education: Bachelor’s degree in Human Resource, Business administration, or related fields is preferred and/or equivalent life experience.

c. HRCI or SHRM certification, strongly preferred.

**Experience:**

1. REQUIRED: 5 years’ experience, having gained expertise in various areas within the HR arena
2. REQUIRED: 2 yrs. Payroll processing, resolving timecard errors, processing garnishments, tax, and benefit changes etc.

b. REQUIRED: Computer Proficiency: Microsoft Office including Excel, Word and Power Point, PDF Forms,

c. Strongly preferred: Worked with third party administrators for benefits, 401K etc.

d. Strongly preferred: Coaching skills, able to listen and offer support or perspective to help employees be successful.

**Skills:**

1. Strong verbal and written communication skills are required.
2. Strong organization and ability to continually reprioritize your work, assuring accessibility to the company and completing what needs to be done.
3. Ability to adapt to our culture and communicate it through policies and procedures, job descriptions etc.

e. Facilitation Skills; Able to create and deliver training courses as required.

f. Ability to work independently as well on a team.

**Working Conditions:**

a. Drug-free, non-smoking environment

b. Duperon Corporation is an excellent business opportunity for an individual who is dedicated and looking to establish a career. You will need to be willing to be learn about the business, people and culture. You will need to become the subject matter expert for the team.

c. Duperon is a dynamically paced company with a fast-growth strategy – which means that often protocols and processes that were appropriate a year ago are no longer valid. An individual should examine their personal style and preferences to determine if this would be a suitable environment.

d. Physical requirements: Sitting and working on a computer for long periods, able to answer phones, conduct video conferencing calls. Able to speak in public, company meetings. Able to lift up to 25lbs. occasionally. At times you will need to be in the shop environment which will require walking, with enclosed shoes and wearing safety glasses that will be provided to you.

e. Dress code: Business casual, however there be occasions when formal business attire will be required.

d. Must have a high level of personal integrity, ownership and pride, and see something possible for oneself as an individual within the company vision.