

Human Resources Manager

Reports To: COO

Primary Purpose:

Responsible for oversight of human resource function for all Van Beek companies. Develops, implements and maintains Human Resources policies and programs including recruiting/staffing, training, employee relations, compensation, benefits, safety and health, employee communications and recreation activities. Initiates, implements and maintains practices and objectives which will protect the interest of the organization, provides for a positive employer-employee relationship, and promotes a high level of employee morale. Coordinates policies/practices through management staff. Assists and advises senior management on human resource management issues and regulatory requirements.

Duties and Responsibilities:

1. Employee Policy and Practice (40%)

Writes and upholds company policies related to employees. Keeps Employee Handbook and makes appropriate updates with management approval. Responsible for keeping employee files and records up to date with training records and reviews, seeing that proper new hire and annual refresher and compliance training is taking place. Maintains a current knowledge of new law and regulation in the human resources management area. Establishes and maintains an effective network of contacts with Human Resources managers in other companies and in the industries and locations in which the company operates. Keeps current with employment legal requirements and changes for OSHA, COBRA, ERISA, WARN, Wage/Hour laws, Drug Testing and other relevant statutes for all states our employees work in. Takes a lead in employee relations, communications, and recognition opportunities for all locations including oversight of the FUN committee. Leads in violations of company rules governing employee conduct and recommends actions appropriate for conflict resolution, including disciplinary action.

2. Employee Compensation and Benefits (30%)

Oversees all bi-weekly payroll through ADP with assistance of Benefits Administrator. Responsible for all employee benefits including: health, disability, life insurance, retirement, wellness, service awards, Paid Time Off (PTO) and all other employee benefits. Conducts periodic compensation analysis of salaries and benefits in all locations. Establishes and maintains pay structures, policies and programs for performance evaluations and salary reviews.

3. Employee Recruitment and Termination (25%)

Leads and participates with management in the recruitment and selection of candidates to fill positions within the companies. Works with marketing in placing appropriate advertising for open positions. Oversees and participates in employee interviews and collaborates on job offers. Conducts reference checks, background checks, and coordinates pre-job assessment evaluations. Assists in writing and updating job descriptions for each employee. Assists managers to define

position requirements and potential sources of applicants through advertising or search agency selection and supervises recruiting campaigns. Insures that all employment actions are in compliance with applicable laws and regulations. Participates in termination of employees when necessary.

4. Other Duties (5%)

Assist with other duties and assignments requested by management.

Job Requirements & Skills

Education - Bachelor's Degree in Human Resources, Business Management or related field.

Work Experience – 5 years of human resource experience preferred.

- Skills**
- Personal computer knowledge in Word, Excel, PowerPoint and QuickBooks
 - Oral and written communication
 - Math
 - Interpersonal and organizational skills
 - Ability to train, teach, and motivate

Travel – Limited

Revised Date:

Origin Date: 7-28-17