

Part-Time Human Resources Manager

SUMMARY:

Provides all aspects of human resources management and support. Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations. Carries out all duties while maintaining compliance and confidentiality.

DUTIES AND RESPONSIBILITIES:

- Provide HR support and guidance to staff
- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure the organization's compliance with local, state and federal regulations
- Ensure job descriptions are up to date and are compliant
- Manage new employee onboarding and benefits administration
- Maintain employee handbook and communicate with staff about policy changes
- Ensure all company HR policies are applied consistently
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities
- Conduct performance and salary reviews
- Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date
- Investigate employee issues and conflicts and brings them to resolution
- Use performance management tools to provide guidance and feedback to team
- Maintain HR systems and processes
- Analyze trends in compensation and benefits
- Design and suggest employee retention strategies

MINIMUM JOB QUALIFICATIONS:

- B.S in human resources management and/or 10 years equivalent experience
- Certification preferred (SHRM and/or HRCI)