**Primary Job Duties:**

* Oversees the maintenance of employee records, including personnel status updates, terminations and creation of new employees. Ensures employee data is accurate and correctly entered into the company record keeping system.
* Works with Supervisors and Managers to create and update job descriptions as needed.
* Responsible for full-cycle recruiting including candidate sourcing, interviews, reference checks, job offers, scheduling of drug-testing and ensuring a successful first day & onboarding process for new associates.
* Performs exit interviews and processes changes in employee status.
* Actively coaches managers through the performance review process, progressive discipline, action plans and employee relations issues.
* Ensures compliance with all federal, state and local employment laws and requirements.
* Evaluates, analyzes and administers company wage & total compensation programs, including hourly and executive salary surveys, annual and long-term incentive programs, and deferred compensation plans.
* Designs and administers human resources policies and procedures that promote positive employee relations and the desired company culture.
* Evaluates, analyzes, designs, and maintains company Human Resources information.
* Prepares and coordinates the creation, updates, distribution, and communication of pertinent company policies, materials and handbooks.
* Annually updates the compensation ranges by position by market and consults with top executives on strategic planning. Serves as a link between management and associates.
* Administers and maintains company benefits programs. Functions as a liaison between plan vendors and associates and advises associates on eligibility, coverage, and other benefits matters. Compiles and maintains benefits records and documents for legal compliance.
* Prepares reports, memos, letters, financial analysis and other documents using MS office (Word, Excel, Outlook, Power Point)
* Evaluates reports, decisions and results of department initiatives in relation to company established goals.
* Recommends new approaches, policies and procedures to effect continual improvements in efficiency and services performed.
* Assists with group training and team building processes.
* Serves as concierge to incoming candidates and as a main point of contact for internal staff.
* Other duties may be assigned to meet business needs.

**Qualifications:**

* Associate’s degree required/Bachelor’s degree preferred
* 3-5 years Human Resources experience
* PHR/SPHR or SHRM-CP/SHRM-SCP preferred
* High level of proficiency in Microsoft Office (Excel, Word, Outlook, PowerPoint)
* Exceptional analytical and problem solving abilities and project management skills
* Effective written communication skills and excellent interpersonal & oral communication skills
* Organized, accurate, and detail oriented with ability to see big-picture perspective
* Strong personal standards of excellence, ethics, and integrity
* Strong problem solving skills with the ability to work independently with urgency and accuracy
* Capable of handling difficult situations with a high degree of confidentiality
* Travel: Local travel may be needed during business hours. Some out-of-area and overnight travel may be expected.
* Bilingual capabilities a plus.

**Benefits:**

* Competitive Salary
* 10 Paid Holidays
* PTO available after 90 days of employment
* Employer pays 100% of health premiums for employee only, dependent/family coverage available at reduced rates.
* Optional Vision & Dental Coverage
* Employer paid Term Life and AD&D Coverage, Short and Long Term Disability
* 401(k) with company match