

## SUNGDO ENG USA, INC

### **JOB DESCRIPTION**

**JOB TITLE: HR Manager**

**JOB TYPE: Full-time (8 Hour shift, Mon- Fri)**

**DEPARTMENT: HR**

**SALARY: \$ 65,000 ~ \$ 85,000**

**LOCATION: Suwanee, GA**

### **RESPONSIBILITIES**

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities
- 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
- Ensure the organization's compliance with local, state and federal regulations
- Use performance management tools to provide guidance and feedback to team
- Ensure all company HR policies are applied consistently
- Maintain company organization charts and employee directory
- Partner with management to ensure strategic HR goals are aligned with business initiatives
- Maintain HR systems and processes
- Conduct performance and salary reviews
- Provide support and guidance to HR staff
- Analyze trends in compensation and benefits
- Design and implement employee retention strategies

## QUALIFICATIONS

- Bilingual Preferred - Korean, English
- Preferred - A bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute
- Effective verbal and written communication skills
- Demonstrated proficiency in the Microsoft Office suite
- Experience with the human resources information system
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations
- Ability to create a culture of diversity, inclusivity, collaboration and teamwork
- Experience with analyzing data to guide strategic employment planning

## BENEFITS

- Health Insurance (Health, Dental, Vision) :50% Support
- 401K – 3% Matching
- PTO – 10 Days/ Yearly
- 10 Paid Holidays
- Meals provided (Lunch/overtime dinner)
- Free snacks and drinks in the office

