



Job description – Human Resource Manager

Famous Luxury Lifestyle Brand is looking for a high energy HR Manager to support and manage end to end Human Resources function for the Organization. They will be responsible to ensure we hire the right talent pool and ensure we provide the conducive culture and environment to retain and develop this talent.

You will be reporting into the COO, USA and Global HR Director based in London and you will manage our Talent & Office Manager and a shared part time Admin Assistant.

Main responsibilities:

- Work with the COO and Senior Management on workforce utilization, building staffing budgets; manage HR operating costs
- Design and take lead on initiatives to build culture and employee engagement
- Support recruiting efforts for our US offices – developing JDs, posting on job portals, sourcing candidates, conducting first round of interviews, scheduling interviews for line managers, relaying feedback to managers and candidates, negotiating offers and drafting offer letters
- Assist new hires with the on-boarding process – background checks, new joiner documents, handbook and policy familiarity, important timelines for benefits, payroll set up
- Manage semi-monthly payroll, initiate monthly benefit enrollments for eligible employees, order monthly transit checks
- Be the point of contact for employees and management for any company policy/ HR related queries
- Help with Organization Development initiatives
- Coach line managers on appropriate performance management procedures
- Participate in PIP, employee escalations, write ups and termination conversations
- Conduct review of compensation and performance
- Facilitate annual performance reviews and PDPs
- Conduct quarterly check ins with employees from all teams
- Maintain all personnel files and employee records of salary, performance feedback etc
- Other duties as directed by the business or by Management

Education and Experience:

- Bachelor's Degree in a business-related field and/or Human Resources required
- 3-4 years of Human Resources experience with at least 1-2 years of HR Manager experience
- Experience working in a fast-paced work environment, preferably a start up

- Professional and pleasant demeanor; excellent customer service and communication skills
- Outgoing personality with a passion to build the right teams and to help others
- Proficient in Microsoft Outlook, Word, Excel, Google docs
- Must be able to work independently and manage a diversified workload with a high level of discretion
- Must be dependable and committed

If interested, kindly email your CV to Resumes@OmniChannelCareers.com to apply!