

THE JOB

We are looking for a versatile Human Resources Manager interested in providing an excellent employee experience while also developing and improving processes.

WHAT THIS ROLE WILL DO

Employee Relations: Serve as a primary contact for employee relations issues, providing guidance and support to both managers and employees. Address and resolve workplace conflicts, fostering a positive work environment.

Investigations and Reporting: Conduct thorough investigations into workplace issues and complaints. Prepare detailed reports, ensuring compliance with legal and organizational standards.

Special Projects: Contribute to special projects such as benchmarking studies, headcount analysis, and job leveling initiatives. Ensure projects align with organizational goals and are executed efficiently.

Guidance and Coaching: Provide coaching and advice to managers and employees on HR policies, performance management, and professional development.

Process Improvement: Identify areas for process improvement within HR functions. Implement strategies to enhance efficiency and effectiveness of HR services.

Employee Lifecycle Touchpoints: Manage key touchpoints throughout the employee lifecycle, including onboarding, development, and exit processes.

Cross-Functional Collaboration: Partner with various teams across the organization to resolve issues and support organizational initiatives.

Data Management and Analysis: Utilize Excel and Workday for data management, analysis, and reporting, providing insights to support decision-making.

WHAT THIS PERSON WILL BRING

- Bachelor's degree

Minimum of 3 years of experience in HR, with a strong focus on employee relations and project management.

- Proficiency in Excel and Workday.
- Excellent communication and interpersonal skills.
- Demonstrated ability to handle confidential information with discretion.
- Strong analytical and problem-solving abilities.
- Knowledge of employment laws and HR best practices.

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa