

Job Posting

Position: Human Resources Manager
Department: Human Resources
Reports to: Chief Financial Officer
Classification: Exempt

Summary of Position:

Under the supervision of the CFO and in conformance with established policies, procedures and regulations the HR Manager is responsible for the day-to-day administration of human resource programs including but not limited to compensation, benefits, employment, leave, employee relations, recruitment, onboarding, orientation, performance management, offboarding, and employee engagement. The HR Manager has a detailed understanding of state and federal employment laws and regulations to ensure compliance.

The position will play a key role in the success of the organization by offering guidance on recruitment, terminations, performance management, employee relations, and HR best practices while facilitating positive relationships among all staff.

This is a full-time staff position located on site in Newington, Connecticut.

Major Duties and Responsibilities:

- Contribute to creating a positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Partner with leadership to understand and execute the organization's human resource and talent strategy as it relates to current and future talent needs, recruiting, retention and succession planning.
- Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Administer employee benefits programs and contracts with various providers including reconciling monthly insurance invoices. Promote awareness and communicate information to employees regarding the various available benefit programs. Troubleshoot and act as ombudsman for employees with benefits questions.
- Respond to HR related inquiries in a professional, effective, and timely manner.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

- Assist in the development, updating and implementation of all HR department initiatives, policies, and procedures.
- Analyze problem situations and take or recommend appropriate action. Process complaints and assist in any necessary investigations and disciplinary actions as necessary including ensuring appropriate documentation has been completed.
- Performs other duties as assigned.

Knowledge and Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and delegate when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment relates laws and regulations.
- .

Experience: 5-8 years professional experience in Human Resources. A minimum of three years of human resource management experience preferred.

Education: Bachelor's degree in HR Management, Business Administration or another related field required.

Interpersonal Skills: The ability to be self-aware, self-motivated, manage relationships, and collaborate in a team environment. Work frequently involves exercising advanced conflict resolution, giving material presentations, and resolving issues impacting multiple departments. Role also requires the ability to motivate or influence others as a material part of the role, with a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the role and a high level of interpersonal skills is critical to the success of this position.

Physical Requirements: Job is primarily sedentary with occasional light lifting. Must be able to lift 15 pounds at a time. Must be able to access and navigate each department at the organization's facility.

Work Environment: Fast-paced deadline driven office environment.