

Company Name: _____

Job Title:	Human Resource Manager
Position Type :	[i.e.: full-time, part-time, contract, other]
Job Description:	
<p>Job Purpose: Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.</p>	
<p>Duties:</p> <ul style="list-style-type: none">• Maintains the work structure by updating job requirements and job descriptions for all positions.• Maintains organization staff by establishing a recruiting, testing, and interviewing program, counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.• Prepares employees for assignments by establishing and conducting orientation and training programs.• Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implement pay structure revisions.• Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.• Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.• Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.• Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.• Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.• Completes human resource operational requirements by scheduling and assigning employees; following up on work results.• Maintains human resource staff by recruiting, selecting, orienting, and training employees.• Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.• Contributes to team effort by accomplishing related results as needed.	

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Skills/Qualifications:

Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law, Laws Against Sexual Harassment, Organization.

Interested Candidates should submit a completed resume and cover letter to:

Contact Name: _____

Email Address: _____

Company Address: _____

[NOTE: To post your job on www._____, copy this description. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]