

Human Resource Manager

Responsibilities:

- Serve client and employees, including teachers and school administrators, by handling day to day questions and helping resolve work-related problems.
- Assist in communicating company policies and procedures. Promote understanding within the organization and across the school operations.
- Recruit for open positions and perform the full life cycle of recruiting activities including sourcing and screening applicants, maintaining recruiting systems, drafting offer letters, providing follow-through with candidates, supporting hiring managers, and reporting recruiting statistics.
- Draft and update job descriptions; assist in classifying positions and/or reclassifying positions as needed.
- Lead employee on-boarding activities; answer employee questions and provide support to managers when integrating new hires into the organization.
- Implement fingerprint-supported background checks and teaching certification of all applicable employees.
- Administer employee benefit programs, answer employee questions, support claim resolution, and maintain related systems.
- Support the performance review process; provide employees and managers with information about the process, policies, job duties, and process for promotion.
- Lead employee recreation and recognition programs.
- Maintain employee records.
- Responsible for new hire, termination, and change of status forms with payroll. Serve as employee liaison to assist in problem resolution with issues related to benefit deductions and pay.
- Coordinate and ensure completion of employee exit interviews. Report outcome of exit interview information to management and tracks/maintains data.
- Ensure compliance with applicable employment laws and regulations.
- Other duties as assigned.

Qualifications:

- **Education and Experience:** Bachelor's Degree in Business, Communication, Psychology, or other similar degree.
- **Preferred Skills and Work Experience:** Five to eight years previous work experience as an HR Generalist or Senior Generalist. School or education experience preferred.
- General knowledge of the principles and practices of personnel administration; ability to establish and maintain effective relationships with peers and employees; ability to present information and make recommendations effectively in oral and written form. Proficient computer skills and working knowledge of the Internet.
- Demonstrated ability to work under pressure and make deadlines.
- Demonstrates good judgment; approachable and professional; solid problem solving skills; ability to handle multiple tasks; self-motivated; well organized.