

Job Title	<i>Human Resource Manager</i>
Reports To	<i>President and CEO</i>

Job Purpose, Duties & Responsibilities

The Human Resource Manager is responsible for the execution of the day today Human Resource needs, including, interviewing, hiring, onboarding, and the administration of payroll and benefits. The Generalist works closely with all directors and departmental managers to support all HR functions. This positions performs a variety of personal activities to enhance and sustain positive employee relations. The Human Resource Generalist must have the ability to maintain confidentiality and support sensitive situations objectively. Additional responsibilities include but are not limited to:

- Support recruiting efforts by developing requisitions, facilitating candidate logistics, scheduling and administering the onboarding training/orientation process.
- Schedule and facilitate new hire onboarding which includes creating employee files, completing new hire paper work, reviewing policy and procedures, assigning employee numbers and shelter tour
- Responsible for weekly payroll administration. Use payroll system to produce accurate and timely payroll processing
- Responsible for the administration of all company benefits: including new enrollments, change of status and open enrollment
- Source and place interns as requested
- Processes wage increases, status changes termination paperwork and conducts exit interviews
- Ongoing management of all personnel files
- Provide training to staff for all items related to HR
- Oversee the execution of annual performance review process. Supports and follows up on all personal development plans. Supports managers in resolving staff conflict and addressing performance opportunities in a timely manner.
- Lead staff recognition programs which includes: employee/volunteer of the month, birthdays, anniversaries, holiday parties.
- Provides guidance to managers and team regarding, accident/incident reports, workman's compensation, employee relations practices and company policies and procedures.
- Manages workman's compensation process
- Assigns facility keys in partnership with county officials
- Processes paperwork to provide van insurance to applicable employees
- Collect and analyze data for HR processes and programs, including creating reports and queries for managers as need

Qualifications, Applicants Must:

Philosophically

- Embrace our No-Kill philosophy and whatever it takes attitude.

Hard Skills

- Minimum 3 years' experience as a HR Generalist
- Experience posting positions, sourcing candidates, conducting interviews, reference checks, background screens and onboarding.
- Experience evaluating information to determine compliance with standards, laws, and regulations.
- Experience delivering presentations and facilitating workshops to various audience levels within an organization.
- Excellent Communicator, both written and verbal. Able to communicate with everyone from entry level positions up to executive level staff
- Intermediate level skill in Microsoft Excel, Word and PowerPoint

Soft Skills

- Flexible to work some evenings and weekends
- Able to work cordially, professionally and diplomatically in dynamic, short chain of command environment
- Able to excel in a fast paced work environment where you are surrounded by the distractions of animal sounds, smells and their respective allergens
- Be able to lift a minimum of 25lbs without health risk