**Hello, HR Friends,**

**My name is Colene Rogers, SHRM- SCP and I am the CEO of a Leadership Training and HR Consulting Boutique. I am recruiting an HR Manager for one of my clients. If you are interested in the position please upload your resume at:** [**https://apply.workable.com/colene-rogersand-associates-llc/j/1E7B64017C/**](https://apply.workable.com/colene-rogersand-associates-llc/j/1E7B64017C/)**. Thank you.**

**Human Resources Manager**

**A family owned and operated business of 40 years is looking for a Human Resources Manager to work in the Hardee County area. The company is growing and presents the opportunity to grow and make an impact as an HR professional.**

**Job Summary:**

**The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.**

**The Human Resource Manager will be responsible for evaluating employee programs, recommending improvements to employee relations policies and making sure that all employee-related policies in each department align with corporate goals and established regulations.**

**Duties/Responsibilities:**

* **Act as liaison between the company and outside legal and professional resources to ensure that all employment policies follow current laws and regulations.**
* **Partners with the leadership team to understand and execute the organization’s human resource and talent strategy particularly 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.**
* **Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.**
* **Oversees employee disciplinary meetings, terminations, and investigations.**
* **Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.**
* **Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.**
* **Oversees the work structure by updating job requirements and job descriptions for all positions.**
* **Implements 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; and designing and conducting educational programs on benefit programs.**
* **Oversees the historical human resource records by maintaining a filing and retrieval system and keeping past and current records.**
* **Performs other duties as assigned.**

**Required Skills/Abilities:**

* **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 to delegate them when appropriate.**
* **Ability to act with integrity, professionalism, and confidentiality.**
* **Thorough knowledge of employment-related laws and regulations.**
* **Proficient with Microsoft Office Suite or related software.**
* **Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.**

**Education and Experience:**

* **Bachelor’s degree from a four-year college or university in Human Resources, Business Administration, or related field required.**
* **5+ years of experience in progressively responsible human resources roles.**
* **3+ years of experience in a supervisory role.**
* **SHRM-CP, SHRM-SCP or SPHR/PHR highly desired.**
* **Comprehensive understanding of local, state and federal employment laws.**
* **Exceptional interpersonal communication and relationship-building skills.**

**Physical Requirements:**

* **Prolonged periods of sitting at a desk and working on a computer.**
* **Must be able to lift 15 pounds at times.**
* **Must be able to access and navigate each department at the organization’s facilities.**