

Job Description

Title: Part-Time Human Resources Manager/Coordinator

Reports to: Corporate Treasurer

Locations: Horseheads, NY

Position Summary:

This position provides assistance in planning, directing and overseeing all human resources activities for approximately 30 employees; such as, strategic management, training, recruitment, selection, retention, legal compliance, employee benefits, employee relations, employment practices and procedures, and employee communications.

Essential Duties & Responsibilities:

- Serves as internal consultant to company management team, supervisors and employees on personnel issues that affect performance and business relationships.
- Foster a workplace environment consistent with the values and mission outlined by the leadership of company.
- Works with management to recruit, interview and recommend qualified employee candidates.
- Responsible for ensuring company compliance with all federal, state and local laws related to employee benefits, compensation, employment and training. Remain current with changes in human resource and employment law.
- Recommend and develop policies and programs, including sexual harassment, performance management, progressive discipline, employee complaints, and external education.
- Recommend, update and communicate employee benefit programs including medical, dental, and disability insurance, Simple plan, Paid Time Off (PTO), unemployment compensation and workers compensation program.
- Serve as internal consultant to managers in employee situations in which discipline is joint responsibility of Human Resources and employee supervisor.
- Advise management regarding all employee terminations.
- Maintain personnel record keeping related to new hires, employee reviews, separations and exit interviews.
- Maintain updated job descriptions and conduct job analyses to establish exemption classification.
- Maintain and update Employee Handbook, Organizational Charts, Employee List spreadsheet, Birthdays, Holidays etc.
- Completes annual OSHA 300 report and the Vets 100 report.
- Participates in salary surveys and recommends annual salary structure with salary survey data to management as requested.

- Actively participate in the Society for Human Resources Management.

Positions Supervised:

- None

Qualifications / Requirements:

- Excellent verbal and written communication skills.
- Excellent organizational skills and interpersonal skills, including ability to resolve disputes and observe confidentiality.
- Ability to use PC and widely used software packages, e.g., spreadsheets (Excel), word processing (MS Word).

Education/Experience:

Bachelors degree in HR or business with a minimum of three years of human resources generalist experience or specialized degree in Human Resource Administration and/or professional certification by the Society for Human Resources Management at PHR or SPHR level.

Please apply to:

<https://www.abso.com/jobboard/?JOBBOARDID=202&JobDetail=43025>

Or go to:

www.hrworks-inc.com and click **Job Opportunities**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.