

JOB DESCRIPTION

Job Title:	HR Manager	Department:	Admin
Reports To:	General Manager	Exemption Status:	Non-exempt
Work Status:	Full-time	Latest Revision Date:	April 2026

JOB SUMMARY

The Human Resources (HR) Manager is responsible for overseeing all aspects of human resources practices and processes. This role supports organizational goals by managing employee relations, recruitment, compliance, benefits administration, performance management, and training initiatives. The HR Manager serves as a key advisor to leadership and ensures HR strategies align with organizational objectives and applicable laws and regulations.

ESSENTIAL FUNCTIONS

The duties and responsibilities of this position include, but are not necessarily limited to:

- Develop and implement HR policies, procedures, and best practices
- Manage full-cycle recruitment, onboarding, and retention strategies
- Administer employee benefits programs and coordinate with vendors
- Oversee performance management systems and employee evaluations
- Handle employee relations issues, including conflict resolution and investigations
- Ensure compliance with federal, state, and local employment laws
- Maintain HR records and reporting systems in accordance with regulations
- Coordinate training and professional development programs
- Support organizational change management initiatives
- Advise leadership on HR strategy, workforce planning, and organizational development

Supervisory Responsibilities:

- Supervises HR staff
- Provides guidance, coaching, and performance evaluations for HR team members
- Delegates tasks and ensures timely completion of HR functions
- May participate in hiring, discipline, and termination decisions

REQUIRED SKILLS & ABILITIES

- Strong knowledge of employment law and HR best practices
- Excellent interpersonal and communication skills
- Ability to handle sensitive and confidential information
- Strong problem-solving and conflict resolution skills
- Proficiency in HRIS systems and Microsoft Office Suite

- Strong organizational and time management abilities
- Ability to work independently and make sound decisions
- Leadership skills with the ability to influence and build trust across all levels

EDUCATION & EXPERIENCE

- Minimum of 3-5 years of progressive HR experience
- At least 2–3 years in a supervisory or managerial HR role preferred
- Bachelor’s degree in Human Resources, Business Administration, or related field required
- Professional certification (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR) within 1 year of employment
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WORK ENVIRONMENT

- Primarily office-based professional setting
- May require occasional attendance at meetings, trainings, or events outside normal business hours
- Frequent interaction with employees, managers, and external partners
- May involve handling sensitive or high-pressure situations

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
- Ability to communicate effectively in person, over the phone, and via electronic means
- Occasional standing, walking, bending, or lifting of office materials up to 15 pounds
- Ability to travel locally between work sites if required

Employee Acknowledgement

Date

Manager/Supervisor Acknowledgement

Date