



## ***Human Resources Manager***

The Human Resources Manager supports the Human Resources Department with the overall administration, coordination, and evaluation of the Human Resources functions and processes. This includes management of the data in the Human Resources Information System (HRIS), records management, and collaborating closely with the Leadership Team, divisions, and employees in regards to all aspects of Human Resources.

The Human Resources Manager reports to the Chief Executive Officer.

### ***Responsibilities***

The scope of the Human Resources Manager's duties includes the following procedures and tasks:

- Manage and administer all payroll activities including ensuring timely processing of payroll and all financial obligations related to the payroll process. Develop yearly payroll schedules and maintain updated payroll documentation including processes. Manage requests from employees, agencies, worker's compensation, benefits vendors, etc.
- Manage administrative tasks, including on-going maintenance of personnel records and employment verifications.
- Manage the HRIS including employment transactions, applicant tracking system, reports and processes, the employee portal, and self-service tools.
- Develops and administers various Human Resources plans and procedures for all company personnel. This includes acting as a strategic business partner to the leaders, effectively communicating plans, processes, and administration to company.
- Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations. Interprets and communicates policies and best practices.
- Administer employee benefits programs, including retirement plans, medical plans, life insurance plans, temporary disability programs, accidental death policies, employee assistance programs, worker's compensation, and unemployment claims.
- Conducts training on various Human Resources requirements.
- Files EEO-1 annually as well as OSHA logs; maintains other records, reports and logs to conform to EEO regulations.
- Ensures compliance with all federal, state and local employment laws in multiple states.
- Evaluates reports, decisions, and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Conducts recruitment effort for all exempt and nonexempt workers; writes and places advertisements; works with supervisors to screen and interview candidates;



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extends job offers; complete background check; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.

- Review and rewrite job descriptions as necessary.
- Manages multiple HR project initiatives to support departmental and corporate goals.
- Develop and execute employee recognition programs.
- Develops, recommends and implements personnel policies and procedures; maintains handbook on policies and procedures;
- Maintain employee compliance with the federal and state regulations concerning employment.

### ***Requirements***

The Human Resources Manager position requires the following:

- Bachelor's Degree in Human Resources or Business Administration, or equivalent work experience preferred
- Five (5) or more years of Human Resources experience
- Five (5) years of experience with ADP Workforce Now and Time and Attendance Platforms including setting up validation tables and coding within system
- Strong understanding of Human Resources best practices and the ability to effectively collaborate and work in team environment.
- Excellent presentation, communication, and interpersonal skills
- Excellent problem solving skills
- Ability to multi-task in a high volume environment and exercise effective judgment while working at a fast pace
- Sensitivity and creativity to changing needs, situations, and people
- Able to establish and maintain healthy working relationships with people
- Excellent Excel skills

### ***Hours***

This role is a full-time position. Additionally, the role will require occasional travel and extended work hours including weekends and holidays.

### ***Work Environment***

The Human Resources Manager typically works in an office environment. Additionally, the role will require the individual to travel to go on site to our intermodal locations. The



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Human Resources Manager will be given internet access at home with the ability to use a Virtual Private Network (VPN) to access the corporate network.

### ***Physical***

To perform the essential functions of this job, an employee must meet the physical demands in this job description. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, talk, and hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, feel, and reach. Must have the ability to lift up to 40 pounds. Specific vision abilities required by this job include the ability to adjust focus.

### ***Selection Guidelines***

This position requires a formal application, rating of education and experience, oral interview, background and reference check. Additionally, it may require job related tests. The duties listed in this job description are only examples of the various types of work that the Human Resources Manager may be required to perform. The omission of a statement of duties does not exclude it from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities and activities may change at any time with or without notice. The job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and job change.

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