

Human Resource Manager

Position: Fulltime/Part Time

Department: Human Resources

Location: Michigan

RESPONSIBILITIES:

- Directs the development and administration of company-wide human resources policies and practices in accordance with stated corporate objectives and state and federal legal requirements.
- Develops and manages recruiting and retention strategies and succession planning process.
- Develops and manages the exit interview process; develops systems for communicating gathered information to management.
- Directs the development and coordination of training programs, personal and career development, performance appraisal process, compensation systems, diversity and benefit programs.
- Reviews and analyzes wage and salary reports and data to establish competitive compensation plans.
- Reviews and analyzes legislation, arbitration decisions, and collective bargaining contracts to assess industry trends and standards.
- Advises and assists senior management on human resources management issues.
- Oversees employee-relations activities and programs including but not limited to employee counseling, interpretation of policies, new employee orientation, and employee recognition programs.
- Creates and delivers presentations on the organization's human resources policies and practices for corporate officers or government officials as required.
- Hires, trains, supervises, motivates, and develops human resources staff; manages schedules and workflow.
- Assigns duties and monitors quality of work; assures staff conforms to organizational policies and procedures and government regulations.
- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance.
- Keeps up to date on overall activities of the team, identifies problem areas and takes corrective actions.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience.
- Computer skills required:
- Other skills required:
 - Thorough understanding of human resources principles and practices, including employment law, Affirmative Action, and EEO compliance.
 - Proven leadership and business acumen skills.
 - Proven ability to handle multiple projects and meet deadlines.
 - Strong interpersonal skills.
 - Demonstrated proficiency in supervising and motivating subordinates.
 - Good judgement with the ability to make timely and sound decisions.

- Creative, flexible, and innovative team player.
- Commitment to excellence and high standards.
- Excellent written and verbal communication and presentation skills.
- Basic competence in duties and tasks of supervised employees.
- Ability to work with all levels of management.
- Strong organizational, problem-solving, and analytical skills.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.