



Job Description

Job Title: Human Resources Administrator

Department: Human Resources

Reports To: General Manager

FLSA Status: Exempt

Job Description

The Human Resources Administrator must be well versed in each of the following disciplines: compensation and benefits, training and development, employee relations, recruitment and selection. Manage company policies, labor relations, and compensation. Responsible for all temporary and full time hiring. Collect and analyze HR related data for executive management.

Job Duties

Develop and implement HR Strategies and initiatives aligned with the overall business strategy.

Bridge management and employee relations.

Plan and manage recruitment and selection of temporary hires and full-time staff. Maintain relationships with Temporary Staffing Agencies, and search for new employee sourcing venues.

Plan and conduct on-boarding orientation for all new temporary employees and new full-time employees.

Prepare and process new hire paperwork. Enter New employee data into Company Software.

Work closely with Managers to identify and manage training and development needs for employees.

Implement and administer all Human Resources Policies and Procedures including but not limited to: Dress Code, Drug Policy, Acceptable Use Policy, PTO/Vacation Policy, Attendance Policy, Weapons Policy etc. Review and update employee rules and regulations.

Administer Company Policies Manual.

Review Company compensation and benefits ensuring they are in-line with regional salary compensation ranges to remain competitive in the marketplace.

Manage Company Policy Manual ensuring we are in compliance with local, state and federal legislation.

Manage Insurance Open enrollment yearly. Develop and maintain relationships with Insurance contacts.

Support annual salary review.

Manage employee complaints, grievances and disputes.

Ability to demonstrate leadership by proactively working with management to solve employee difficulties, handle disputes, disciplinary action, and terminations, as needed.

Responsible for terminations and exit interviews of voluntary and non-voluntary employee terminations.

Track and analyze this historical data to help management learn and improve.

Organize relevant training classes for managers and general employee population, as needed, to support Executive Management Goals.

Represent Company with State Workforce Authorities to settle unemployment claims.

Responsible for comprehensive documentation and paperwork on all current and past employees. Maintain employee data in Motorbase and scan confidential paperwork to files on the company Team Viewer Network/Server.

Maintain up to date knowledge of legal requirements and government reporting regulations affecting Human Resource functions.

Administer annual performance evaluation process with each department manager to ensure evaluations are performed annually, at a minimum.

Work closely with other operation managers to identify future leaders and create an individual development plan for these employees.

Consult supervisors and managers when assistance is needed in making employee changes or departmental changes.

Back up for payroll administrator (review) when the Controller is out of the office.

Must have ability to formulate and implement policies, plans and systems to ensure Bradleys' Inc. meets its annual goals.

Run reports from Company Software to provide Data, Reports with graphic analysis in Excel weekly, monthly, quarterly, annually for management on HR Related Statistics (attendance, employees working over 60hours/week, employee retention, etc) to improve Company Processes, training, and overall employee working conditions, etc.

Meet with Quality Review Board when needed, to provide personnel morale viewpoint that impacts departmental process failures in an effort to facilitate the communication.

Use Delegation Contract Process for all communication and management processes.

Job may require working after hours and on weekends as we work 24/7, 365.

Skills and Qualifications

Must have knowledge of the principles and practices of Human Resources Management, Business Principles, relevant legislation and regulations and relevant software.

Excellent written communication skills to draft policies and business letters.

A self-starter with ability with an outside the trees view point.

Creativity and independence is required to follow-through and work without direct Supervision.

Must have excellent problem analysis, problem solving and critical thinking skills.

Good judgment, integrity and confidentiality is a must.

High level of communication, presentation, coaching and persuasive ability, organizing and planning.

Advanced skills required in MS Office Suite: Word, Outlook, and Excel (Pivot tables)

Education & Work Experience

Bachelor's Degree in Human Resources Management. PHR or SPHR designation strongly preferred. Minimum of 5 years of hands-on experience required; industrial or technical background is required.