



JOB DESCRIPTION

Title: **HUMAN RESOURCES MANAGER**

HR Management/Staffing

- Oversee application process; ensure uniform practices
- Assist management with succession planning
- Assist in the monitoring of review schedules for all staff
- Utilize exit interview to help improve staff & company
- Facilitate conflict resolution; ensure proper steps taken

Policies and Procedures

- Establish guidelines along with checks and balances to ensure compliance and consistency throughout company
- Conduct store safety checks, make corrections, ensure compliance

Supervise Payroll Administration

- Supervise all aspects of payroll administration for accuracy and efficiency

Benefit Administration

- Maintain updated version of Employee Handbook
- File claims for work injury to insurance company
- Assist in training FT staff on benefits, policies, etc.
- Participate in health insurance renewal, benefit tracking, COBRA
- Conduct semi-annual retirement enrollment

Supervise Support Staff

- Hire, train and evaluate support staff
- Delegate tasks, provide on-going cross training

Leadership & Communication

- Advocate for areas of responsibilities; takes charge w/o waiting for directive, clearly communicates needs/ goals to mgmt, peers, staff
- Able to apply knowledge to troubleshooting and positive solutions
- Accepts responsibility & completes tasks in timely manner, follow through with satisfactory end result
- Written and verbal communication is clear, professional

Attitude/Flexibility

- Has a positive attitude towards work
- Shows initiative and enthusiasm
- Works well with others
- Demonstrates flexibility & reliability in approach to job

Misc.

- Other duties such as special projects and maintenance, as assigned
- Respond to fast-paced, ever-changing retail environment
- Maintains, updates and adheres to store policies, and safety/COVID protocols
- Locks up coat/bag, participates in daily bag checks

Requirements: Ability to sit for an extended period of time, perform light lifting, and do various repetitive tasks such as filing and typing. Must be able to read on a computer screen for a large part of each shift.