

HR MANAGER

JOB DESCRIPTION

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

DEPARTMENT	Human Resources	COMPENSATION	Salary
POSITION TYPE	Full-Time	TRAVEL	Minimal
REPORTS TO	CPO, General Manager	CONTACT	Chuck Radabaugh

We are looking to employ an HR manager with excellent communication skills, both written and verbal. The HR manager is expected to be knowledgeable with employment legislation and possess strategic and commercial insight to the labor process. They must be able to negotiate with diplomacy.

To ensure success, the ideal candidate should display excellent organizational skills, good time-management skills, and the ability to multi-task in a fast-paced environment. A top candidate should possess remarkable conflict management and decision-making skills to ensure employee compliance.

ROLES & RESPONSIBILITIES:

- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Orientating new employees and training existing employees.
- Monitoring employee performance.
- Ensuring that all employees are organized and satisfied in their work environment.
- Overseeing the health and safety of all employees.
- Implementing systematic staff development procedures.
- Providing counseling on policies and procedures.
- Communicating with staff about issues affecting their performance.
- Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

QUALIFICATIONS & EDUCATION:

- Bachelor's degree in human resources.
- Minimum 3 years of relevant experience in human resources.
- Labor Relations certification – may be advantageous.
- Experience as a Skills Development Facilitator – may be advantageous.
- Able to engage in meaningful negotiation and resolution.
- Knowledge of employment legislation.
- Excellent verbal and written communication skills.
- Protecting the interests of all employees.
- Full understanding of HR functions and best practices.

BENEFITS PACKAGE:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.