

**Title: Human Resources Manager**

**Reports To: Chief Operating Officer (COO)**

**Summary**

As a member of the Executive Team, the Human Resources Manager will lead the critical functions of the Human Resources (HR) department including recruiting, onboarding, compensation and benefit administration, employee relations, leaves of absence, and Human Resources Information System (HRIS) special projects. In alignment with our company’s Perspective 2025 and Executive Team, the HR Manager develops, implements, and coordinates policies, procedures, and programs for all Coakley Brothers Company and Brothers Business Interiors employees.

**Essential Duties and Responsibilities**

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

* Partners with the executive leadership team to understand and execute the organization’s human resource and talent strategy particularly as it relates to talent needs, recruitment, retention, employee development, and succession planning.
* Administers and executes our company talent review process with the Executive team.
* Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are all within federal and state compliance.
* Recommend best practices, understand regulatory changes, and reviews Employee and Safety handbook policies accordingly with the Executive team.
* Manages the recruiting process for all candidates: executive, exempt, non-exempt, and seasonal employees. Partners with hiring managers to write job descriptions and evaluate candidates for vacant positions. Ensures positions are posted according to procedure, reviews resumes and applications and shares with management for coordinating the full interview process.
* Plans and conducts new employee orientation/onboarding within the HRIS system.
* Trains new management in interviewing process, hiring, terminations, promotions, performance review, safety, and sexual harassment.
* Advises management in appropriate resolution of employee relations issues, oversees employee disciplinary meetings, terminations, and investigations.
* As a member of the Executive Team, contribute and participate in all townhall meetings, employee communication meetings, and advisory board meetings.
* Develop and monitor various metrics and analytics used to evaluate effectiveness of various HR programs and activities.
* Ensure that the company compensation program is competitive in the marketplace and consistent with the company compensation philosophy.
* Maintains Affirmative Action Plan (AAP) program, Occupational Safety & Health Administration (OSHA) logs, Equal Employment Opportunity Commission (EEOC) reporting regulations.
* Partners with department managers to create and monitor our employee learning portal for training and development needs using the HRIS portal.
* Administrating our performance review program to ensure effectiveness, compliance, and equity within the organization and understand development needs and talent gaps.
* Collaborates with the accounting team to administer our payroll program to ensure compliance and equity within the organization.
* Administers employee benefits programs such as life, health, dental, vision, and disability insurances, 401k plans, Paid Time Off, Sick-Pay, leave of absence, and employee assistance program. Responsible for third-party benefit administration for all benefits plans participation for insurances, HRIS/Payroll, and the 401(k) plan.
* Creates Diversity, Equity, and Inclusion (DEI) initiatives with leadership team to promote an inclusive workplace.
* Runs monthly meetings for employee engagement recognition, rewards, surveys, and coordinates company events with the Team 360 committee.
* As a member of the Safety Committee, attends meetings and partners with committee staff to investigate workplace injuries, near misses, and reporting compliance to insurance carrier. Responsible for maintaining the OSHA safety logs, and client safety regulations portals.
* Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind employee separations.
* Completes special projects and other duties as assigned.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

The position requires a bachelor’s degree and a minimum of 7 years of progressive experience in a Human Resources environment.

SHRM-CP/SHRM-SCP or PHR/SPHR certification is preferred.

Experience with ADP’s Workforce Now Comprehensive HRIS is desired.

**Knowledge, Skills, and Abilities**

Effective oral and written communications and presentation skills are essential, as are interpersonal skills.Knowledge of HR laws and pending legislation is necessary. The ability to make administrative and procedural decisions and judgments on sensitive, confidential issues is required. The ability to work effectively in a team environment is required. The ability to gather and analyze statistical data and generate reports and to plan, coordinate and administer complex administrative systems and processes is necessary. Operational knowledge of payroll policies, regulations and procedures and a working knowledge of the benefit plans, insurance and retirement policies, regulations and procedures are required. PC skills including MS Office software, such as Excel, Word, email, and Human Resources Information System (HRIS) are necessary. The ability to work with frequent, established deadlines is required. Organizational and analytical skills are required. The ability to work effectively with diverse populations is required. The ability to develop, plan, and implement short- and long-range goals is required. Employee development and performance management skills are essential.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to sit, talk, or hear; and use hands to finger, handle, or touch objects or controls. The employee is regularly required to stand and walk. On occasion the incumbent may be required to stoop, bend, or reach above the shoulders.

The employee must occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The position is an office-based position.