



**Position:** Human Resources Manager

**Position Location:** Charlottesville, Virginia

**Position Summary:**

Individual administers human resource policies, programs and practices. Duties include, but are not limited to formulating and recommending policies and procedures in accordance with company management, and participate in planning, organizing, developing, implementing, coordinating and directing all employment related activities.

**Essential Duties and Responsibilities:**

- Develops and administers various human resources policies, plans, procedures, and programs for all company personnel.
- Annually review and recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Prepare and maintain handbook on policies and procedures.
- Participates in strategic planning, developing departmental goals, objectives and systems.
- Assist in and implements compensation programs.
- Assist in developing and maintaining written job descriptions.
- Conduct recruitment effort for all exempt and nonexempt associates, students, contractors, and temporary staff.
- Write and place postings for all job vacancies. Assist in and or conduct interviews and coordinate hiring process.
- Conduct new associate orientations.
- Coordinate & facilitate employment related training; associate relations counseling, outplacement counseling; and exit interviewing.
- Coordinate payroll and benefits as needed for field location.
- Assist as needed in the establishment and maintenance of departmental budget, records and reports.
- Participate in staff meetings and attends other meetings such as seminars and conferences as approved by management.
- Some travel may be required.
- Performs other related duties as required and assigned by management.

**Knowledge/Skills Required:**

- Human Resources knowledge
- Leadership
- Communication/Interpersonal
- Team and Cross-Team Collaboration
- Client Focus (internal and external)

- Organizational/Planning
- Initiative
- Flexibility/Managing Change
- Gathering and Analyzing Information for Decision Making
- Using Information Technology
- Learning and Process Improvement
- Diversity Management

**Education, Training and Experience:**

- A bachelor's degree (preferably in human resources or related field) with eight years of diverse human resources experience.
- Five years of supervisory/management experience.
- Senior Professional in Human Resources (SPHR) certification preferred.

You can log-in to the Careers portion of the VGT website ([www.vgt.net](http://www.vgt.net)) to view the status of your application. No phone calls please.

Bonus Referral Eligible: Level II

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