

## Human Resource Manager Job Description

### PURPOSE

This is a key role in a fast growing “Gift Industry Wholesale” Company. This is a challenging opportunity for someone who can be strategic and roll up their sleeves at the same time. This isn’t a role for someone who isn’t hands on and one who wants to manage from a distance. You’re in the trenches with your team and helping leadership build the company of the future, now. We are growing our business every year and need someone who can deal with ambiguity and with constant change. The HR Manager is responsible for providing practical, consistent, proactive support, direction and advice to other division managers on HR procedures, policy, best practices, employment rewards and incentives, benefits, and legislation to facilitate the achievement of our objectives and targets. The HR manager performs human resources management work relating to talent acquisition, training, compensation, promotion, career development, and employee relations. The HR manager also develops, updates, and maintains personnel policies, policy manuals and the employee handbook as required.

### RESPONSIBILITIES & DUTIES

- With the Chief Talent and Business Improvement Officer and in partnership with senior leadership sets the strategic direction of the company’s human resource functions to ensure that the company achieves its mission of being an employer of choice while maintaining business growth and acquiring new companies.
- Assist in the development and building of new and improved company policies and procedures that support a proactive approach to ensuring compliance to all federal, state and local employment laws and regulations. This includes but not limited to the Fair Labor Standards Act, the Americans with Disability Act, Title VII (Civil Rights Act of 1964), and the Family Medical Leave Act.
- Direct the daily functions of all aspects of Human Resources including employee relations, compensation, recruitment, performance management and improvement, management consulting and employee counseling.
- Responsible for all recruitment and retention activities including meeting the company’s seasonal recruitment goals. Develop and manage the company’s retention efforts to ensure that the overall company attrition rate meets world-class standards.
- Develop human resource policy and procedures that comply with all employment laws and support the consistent and equitable treatment of all associates.
- Provide on-going support for the Chief Talent and Business Improvement Officer.
- Help drive employee development and engagement, education, performance improvement and training.
- Must be willing to work as a Recruiter up to 50% of the time when necessary.

### REQUIREMENTS

- Requirement number one, you must lead by example in the area of professionalism.
- Minimum of 8 years of direct experience in Human Resources with 3 plus years in HR management
- Comprehensive knowledge of federal and state employment laws and regulations
- Comprehensive experience in employee relations and compensation.
- Thorough understanding of performance management and HR consulting
- Thorough understanding of Individual and Team Development
- Able to drive and facilitate effective organizational change
- Experience using major job boards and professional networking sites
- Excellent communication skills and leadership qualities.
- Strong presentation abilities and able to design and deliver HR/Leadership training.
- Able to work in a fast paced entrepreneurial spirited environment.

Please submit your resume by e-mail to [ASTrebe@plowandhearth.com](mailto:ASTrebe@plowandhearth.com). You can also submit your application through our company website <http://www.myeverygreenonline.com>. Thank you!