

Human Resources Manager

About Us:

Operating under the philosophy and mission “Where There’s A Will, There’s A Way”, the corporate culture of The Will Group fosters ingenuity and creativity with every endeavor. Our competitive distinction is our ability to be an all-encompassing resource for lighting, infrastructure, electrical, manufacturing, and sourcing needs. By directing the industry to our clients, we make positive contributions to our industry's needs and bottom line. This process is not just transactional, its transformational.

Job Summary:

The Human Resources manager will administer the daily functions of the Human Resource (HR) department including developing and executing personnel procedures and policies, benefits, compensation, and employee performance programs under the direction of the HR Director. Suggest new concepts for improving the employee experience as well as the efficiency of the HR department and Company, while fostering a positive and productive work environment. Ensure compliance with local, state, and national regulations and applicable employment laws, and update policies and procedures when necessary.

Duties/Responsibilities:

- Handle all administrative tasks for employee reviews, check-ins and exit interviews, including data entry in human resources information systems (HRIS) and audits for accuracy and compliance.
- Benefits administration including managing and overseeing employee benefits programs, working with brokers, open enrollment assistance and communication to compliance and cost management. Analyze changing benefit trends. Maintain 401K and profit-sharing records.
- Serve as the backup for payroll processing, including biweekly and semimonthly updates to employee files, bonus/incentive pay, PTO, expense reimbursements, hourly-employee validations, and benefits changes.
- Partners with management team to understand and execute client groups human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Facilitates weekly HR forum; tracking tasks are completed.
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments, including safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Foster positive interactions and communication between employers and employees, addressing workplace concerns, and promoting a collaborative and supportive work environment. Responsible for employee engagement initiatives.
- Oversees employee disciplinary meetings, terminations, and investigations. Handles discipline and termination of employees in accordance with company policy and conducts impartial investigations to ensure a fair and thorough resolution.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Support management in implementing organizational change initiatives and fostering a positive company culture.
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contribute to policy development.

- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Facilitates quarterly manager calibration meeting.
- Completes quarterly compliance audits.
- Bi-weekly site visits in Shorewood, IL, Burr Ridge, IL and Chicago, IL.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Complies with established company work rules, policies, and procedures.
- Actively engages with other members of the company to continuously strive to improve processes, create efficiencies, reduce costs, and increase profitability.
- Cooperatively takes on other duties, roles, or responsibilities, as assigned.

Required Skills/Abilities:

- Excellent communication and interpersonal skills, ethics, and cultural awareness.
- Thorough knowledge of employment related laws and regulations.
- Aptitude for problem-solving and thorough knowledge of HR procedures and policies.
- Excellent organizational skills and attention to detail.
- Proven ability to handle sensitive and confidential information with discretion and professionalism.
- Strong problem-solving and decision-making skills, with the ability to analyze situations and recommend appropriate courses of action.
- Excellent time management skills with a proven ability to be flexible and adapt to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations Payroll and HRIS system.
- Excellent communication skills both written and orally.
- Able to work independently and as part of a team.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or a related field required.
- SHRM or similar HR Certification a plus.
- 5 years of progressive HR experience.
- Strong knowledge of state and federal employment laws and regulations, including but not limited to, EEO, ADA, OSHA and FLSA.
- Paycom experience a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Must be able to travel to various work sites and locations.

Salary Range: \$85,000 - \$90,000 per year commensurate with experience.

Acknowledgment of Receipt of Job Description

By signing this form, you confirm that you understand the information in this job description. You also confirm that you and your manager have discussed this job description.

Employee Signature

Date

Manager Signature

Date