

POSITION TITLE: HR Services Manager

REPORTS TO: CEP & president

EMPLOYMENT TYPE: Full Time – Exempt

We are looking for a skilled HR manager to oversee all aspects of Human Resources practices and processes. You will support business needs and ensure the proper implementation of company strategy and objectives.

The goal is to promote corporate values and enable business success through human resources management, including job design, recruitment, performance management, training & development, employment cycle changes, talent management, and facilities management services.

PRIMARY RESPONSIBILITIES

1. Develop and implement HR strategies and initiatives aligned with the overall business strategy
2. Bridge management and employee relations by addressing demands, grievances or other issues
3. Manage the recruitment and selection process
4. Support current and future business needs through the development, engagement, motivation and preservation of human capital
5. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
6. Nurture a positive working environment
7. Oversee and manage a performance appraisal system that drives high performance
8. Maintain pay plan and benefits program
9. Assess training needs to apply and monitor training programs
10. Report to management and provide decision support through HR metrics
11. Ensure legal compliance throughout human resource management

QUALIFICATIONS & SKILLS REQUIRED

1. Proven working experience as HR manager or other HR executive
2. People oriented and results driven
3. Demonstrable experience with human resources metrics
4. Knowledge of HR systems and databases
5. Ability to architect strategy along with leadership skills
6. Excellent active listening, negotiation and presentation skills
7. Competence to build and effectively manage interpersonal relationships at all levels of the company
8. In-depth knowledge of labor law and HR best practices
9. BS/MS degree in Human Resources or related field

NOTE: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

BENEFITS OFFERED:

Bay.org offers a complete health benefits package, paid vacation and holidays, and a 403(b) plan.

APPLICATION PROCEDURE:

Please send resume along with cover letter to hr@bay.org for consideration.

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