

HR Management: Supervisor, Human Resources

Uses strategic HR expertise to partner with managers and employees within the company to resolve complex problems and advance short and long-term goals across a broad range of HR areas including employee relations, performance management, compensation, management development, retention strategies and staffing. Coordinates recruitment activities, compensation programs, on-boarding, employee benefits, and HRIS. Ensured positive employee relations in keeping with company objectives.

Management Role

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

Policy and Strategy

Directs daily operations of work area.

Freedom to Act

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

Impact

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.

Liaison

Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.

Operations Involvement/ Direct Work Involvement

Coordinates the day to day operations of HR services. Monitors and reviews progress of employee's accuracy of work, employee training and responsible for timely data submissions. Provides advice and counsel to managers and employees, and may be involved in the development of programs. Partners with managers to implement key strategic hiring initiatives. Understands the business operations from both a strategic and tactical perspective. May perform, especially in staff or professional groups, ongoing operational tasks of organizational units.

Minimum Education and Experience

Bachelor's Degree in Human Resources, Business or related field and 5+ years of diverse professional experience in all areas of HR which may include 1+ years previous lead or supervisory responsibilities.