

HR Management: Associate Manager, 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 results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.

Policy and Strategy

Administers and executes policies, processes and procedures that affect subordinate employees and the workflow of the work area.

Freedom to Act

Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.

Impact

Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.

Liaison

Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.

Operations Involvement/ Direct Work Involvement

Manages the activities and staff involved in developing and maintaining HR services, possibly including employee relations, staffing, benefits, training, compensation, etc. Has deadline responsibility in the area managed. Provide advice and counsel to managers and employees, may take a lead role in the development of programs and/or policies. Partner with managers to implement key strategic hiring initiatives. Understand the business operations from both a strategic and tactical perspective. Responsible for training and staff development, employee performance reviews, meeting completion dates, interpreting and ensuring consistent application of policies and procedures. Functions as an advisor to a unit regarding tasks, projects, and operations. Becomes actively involved in daily operations only when required to meet schedules or to resolve complex problems.

Minimum Education and Experience

Bachelor's Degree in Human Resources, Business or related field and 7+ years of diverse professional experience in all areas of HR which may include 3+ years supervisory responsibilities.