

## **HR MANAGER**

### **JOB DESCRIPTION**

We are seeking an experienced HR superstar to fill our HR Manager position. This position will provide Human Resources leadership, planning and program design to employee relations, benefits, human resources information systems, and government compliance and contract labor.

The mission of KSC Kreate's Office of Human Resources is to support the Company's management and employees by fostering excellence, productivity, and fairness. This office will also further the Company's goal to articulate a mission and common vision that defines our purpose and direction while strengthening our ability to attract, develop and retain an excellent work force.

### **RESPONSIBILITIES**

Will be responsible for the development and implementation of a positive, proactive employee relations environment balancing employee and business needs in support of the mission and vision of the Company.

Responsible for implementing and managing HR policies and programs in the areas of recruitment, employment, employee relations, benefits compliance with government regulations and company goals.

Will partner with leadership to support and implement effective short and long term strategies to attain organizational objectives. Will be required to combine HR mastery and Industry knowledge to appropriately evaluate and resolve complex HR issues within a fast paced and changing business environment.

- Plans and conducts new employee orientation programs to foster positive attitudes toward company goals.
- Manage and maintain records of insurance coverage, retirement plans, and personnel transactions such as hires, promotions, transfers, and terminations.
- Investigates WC accidents and prepares reports for insurance carriers.
- Evaluates and suggests new benefit or compensation structures or changes to existing plans.

## **REQUIRED SKILLS**

Requires a bachelor's degree with at least 5 years of direct experience in the field. Familiarity with a variety of the field's concepts, practices, and procedures. Professional Certification preferred. Ability to establish and maintain effective relationships with all levels of employees. Experience and full knowledge of local, state and federal employment laws and regulations.

Intermediate to advance experience with MS Outlook, Word and Excel.  
Experience with Paychex/ADP Payroll Services.

KSC offers competitive compensation along with a comprehensive benefits package that includes health, dental, disability and retirement plan.