**Human Resources (HR) Manager Job Description**

**Job Title:** Human Resources Manager
**Reports To:** Director of Human Resources or Chief Operating Officer (COO)
**Location:** [Insert location or indicate if remote]
**Job Type:** Full-Time

**Job Overview:**We are seeking a dynamic and experienced Human Resources Manager to lead our HR department and manage all aspects of human resources practices and processes. The HR Manager will be responsible for overseeing recruitment, employee relations, performance management, training, and compliance with labor regulations. This role requires strong leadership, excellent communication skills, and the ability to foster a positive workplace culture that aligns with company values.

**Key Responsibilities:**

* **Recruitment and Talent Acquisition:**Develop and implement effective recruitment strategies to attract top talent. Manage the full recruitment cycle, including job postings, interviewing, selection, and onboarding of new employees.
* **Employee Relations:**Serve as a primary point of contact for employee concerns, resolving conflicts and fostering a positive and inclusive workplace culture. Conduct investigations into employee complaints and provide guidance on employee relations issues.
* **Performance Management:**Design and implement performance appraisal systems and provide coaching to managers on how to evaluate employees effectively. Work with leadership to develop performance improvement plans and monitor progress.
* **Policy Development and Compliance:**Develop, update, and enforce HR policies and procedures to ensure legal compliance with local, state, and federal labor laws. Oversee company compliance with employment regulations such as FMLA, EEO, OSHA, and others.
* **Training and Development:**Create and manage employee training programs to enhance skills and support career development. Oversee orientation programs for new employees and ensure continuous learning opportunities.
* **Benefits and Compensation Management:**Administer employee benefits programs, including health insurance, retirement plans, paid time off, and other employee perks. Work with finance to manage compensation strategies and ensure internal equity.
* **Workforce Planning and Strategy:**Collaborate with leadership to develop workforce plans and identify talent needs based on business objectives. Ensure succession planning and retention strategies are in place to support long-term organizational goals.
* **HR Metrics and Reporting:**Track key HR metrics such as turnover rates, employee satisfaction, and engagement levels. Use data analytics to make informed decisions and present insights to senior management.
* **Employee Engagement:**Implement initiatives to promote employee satisfaction, engagement, and retention. Conduct regular surveys to gauge workplace morale and develop action plans based on employee feedback.
* **Health, Safety, and Wellness:**Oversee health and safety compliance in the workplace, ensuring that employees work in safe conditions. Promote wellness programs and mental health resources.

**Qualifications:**

* **Education:**
	+ Bachelor’s degree in Human Resources, Business Administration, or a related field. A master’s degree or HR certification (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR) is preferred.
* **Experience:**
	+ 5+ years of progressive HR experience, including at least 2 years in a managerial or supervisory role.
	+ Strong knowledge of employment laws and HR best practices.
	+ Experience with HR software and systems (e.g., HRIS, ATS, payroll software).
* **Skills:**
	+ Strong leadership and team management skills.
	+ Excellent communication and interpersonal abilities.
	+ Analytical and problem-solving skills with the ability to make data-driven decisions.
	+ High level of integrity, confidentiality, and professionalism.
	+ Strong organizational skills and the ability to multitask and manage competing priorities.

**Work Environment:**

* Ability to work in a fast-paced and collaborative environment.
* Flexibility to handle complex and sensitive employee matters.
* May require occasional travel for recruitment or training purposes.

**Benefits:**

* Competitive salary based on experience.
* Health, dental, and vision insurance.
* Paid time off and holiday pay.
* Retirement plan options with company matching.
* Opportunities for professional development and HR certifications.

**How to Apply:**

Please submit your resume and a brief cover letter explaining why you are a great fit for this role.

**Equal Employment Opportunity (EEO) Statement:**

[Company Name] is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace and do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, veteran status, or any other status protected under federal, state, or local law. We encourage all qualified individuals to apply.