

## **HUMAN RESOURCES MANAGER**

Brick Property Services, LLC is currently seeking an outgoing individual with excellent Human Resources skills to join us in Lebanon County, PA. This individual will be responsible for the overall success of day-to-day operations and management of the personnel and payroll division of the Organization which consists of multiple units. The ideal candidate will be well organized, self-motivated, energetic, outgoing, and have a positive attitude. This is a full time, in person position, 37.5 hours per week.

### ***SUMMARY***

Provide leadership to and direct all human resource and people development functions for the company. Provide strategic vision and direction for recruiting and hiring processes, corporate and operations level training, procedure manuals, benefits communications, managing workplace safety and aligning the work of staff with our work culture. Provide support to the senior leadership team.

### ***RESPONSIBILITIES AND DUTIES***

- Partners with the leadership team to develop and execute the company's human resource strategy particularly as it relates to current and future talent needs, recruiting, interviewing, hiring, onboarding, retention and succession planning. Collaborates with department managers to understand skills and competencies required for all job positions and updates job requirements and job descriptions, as needed.
- Oversee all local HR requirements in partnership with the leadership team, including Performance Management, Employee Relations, Associate Engagement, Recruiting, Safety/Compliance, and Payroll and Benefits responsibilities.
- Maintain confidentiality of business and personnel information.
- Analyzes trends in compensation and benefits and creates a compensation strategy for all employees based on market research and pay surveys.
- Coordinates job fair activities.
- Champions the onboarding process, ensuring the process is up-to-date and of high quality, providing clarity and connection for all employees and their role in relation to the overall vision and brand promise.
- Oversees and conducts corporate orientation
- Establishes the content and updates hiring packets for each employee
- Manage local payroll processes utilizing PayCom Time and Attendance Programs.
- Maintain all payroll files
- Maintain all personnel files
- Handle new hire, termination, and payroll change paperwork for all employees.
- Administer benefits, including disseminating benefit packets and assisting with Benefits Open Enrollment
- On-site coordinator for Workers Comp filings.

- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Assists managers in developing and updating training plans and procedure manuals
- Counsels managers to coach, discipline and to resolve grievances
- Conducts and analyzes exit interviews as appropriate
- Creates and monitors effective systems to measure and evaluate staff performance and engagement, and coaches managers on effective ways to evaluate, coach, and discipline if necessary, staff toward how to better achieve the company's brand promise and service priorities.
- Maintains and revises as needed all forms and templates for HR policies
- Updates company staff handbook as needed.
- Monitors compliance with federal, state and local employment laws and regulations, and recommends best practices
- Coordinates staff surveys
- Administers business insurance policies – health, worker's compensation and casualty insurance
- Supports Senior Leadership and the various Boards
- Assists with management of corporate systems
- Performs other duties as assigned
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.

### ***JOB QUALIFICATIONS***

Excellent organizational and detail-oriented skills

Bachelor's degree in Human Resource Management or related field

HR certification desirable – SHRM preferred

Proficient MS Office skills

Knowledge of a broad range of HR strategies and practices

Excellent written and verbal communication skills; ability to interact across multiple levels

Ability to promote and develop a culture around the mission and values of the Company

Work Location: In person, 37.5 hours per week

Pay \$50,000-\$58,000 annually

Contact [jobs@bps-pa.com](mailto:jobs@bps-pa.com)