

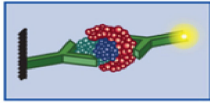
## **Human Resources Manager**

### **Summary:**

This position will provide direct support to the Human Resources Manager and Human Resources Department. Back up administrative support for the payroll department as necessary.

### **Essential Duties:**

- Administer all employee benefit plans: Medical, Dental, Vision, FSA, 401k, Life insurance, Disability insurance, Worker's Compensation, Fitness Gym, Tuition Reimbursement, Employee Referral Program
- Conduct annual 401k due diligence meeting. Ensure follow up on any outstanding issues or concerns.
- Participate and coordinate with manager during annual bid process on benefit programs.
- Suggest changes to benefits programs to keep competitive with other companies.
- Maintain Employee Policy Manual
- Assist with supervisor/manager training
- Maintain personnel files and temporary employee files
- Maintain company accident log for SLI and Tecate.
- Maintain log for employees on probation, ensuring follow up and closures.
- Track employee reviews
- Conduct new hire orientations for regular and temporary employees.
- Handle employee relations issues as needed.
- Compile data and reports for Executive Management.
- Keep current job description binder for all company positions.



- Coordinate writing and maintenance of all job descriptions.
- Post job openings, maintain open requisition log.
- Reconcile monthly insurance premiums for payment.
- Liaison for outside temporary employment sources.
- Plan and coordinate employee picnic and quarterly meetings.
- Maintain strictest confidentiality at all times.
- Other duties as required.

**Equipment Used:**

Personal Computer

General Office Equipment

**Job Specifications:**

High school diploma or equivalent required. A minimum of 7 years senior administrative experience in a Human Resources department is required. Supervisory experience preferred, but not required. Must be able to multi-task, prioritize and meet deadlines with minimal supervision. Must maintain strictest confidentiality at all times.