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Corporate Human Resource Manager

Description

Incredible opportunity to work with, learn from and be mentored by a Top Fortune 500 Chief Human Resources Officer at a company that has doubled in size in just three years! Put your HR career on the fast track and come be a strategic operations member of this incredible HR Team

Role Summary

The Corporate Human Resource Manager will report directly to the Chief Human Resources Officer and will manage the Human Resources team at company's corporate headquarters in Somerville, TN. This position will primarily be responsible for all HR operations functions for the company, which includes benefit and leave strategy and administration, record keeping and general HR administration, talent analytics and metrics, HR policies and procedures, HR compliance, wage and salary administration, and human resource information system (HRIS) management and administration. As part of the HR Leadership Team, this position will also play an integral role in helping develop and implement talent management-rated programs and initiatives, focused on performance management, learning and development, succession, employee engagement and retention and community involvement.

Key Duties & Responsibilities

- Manages, develops and motivates a team of Human Resources Specialists/Coordinators, which focuses on providing the highest level of customer-service to managers and employees
- Through a team, responsible for updating and maintaining all employee information in the HRIS and employee files
- Identifies, develops and implements processes, procedures, systems and structure to automate and centralize all HR administrative functions to enable scale and reduce errors
- Responsible for partnering with all HR team members to develop, update, implement and administer policies and procedures across the entire company that are in compliance with all local, state and federal laws
- Develops, implements and administers HR audit processes for all policies and procedures and works with management to hold all employees accountable to adhering to these policies and procedures
- Manages all facets of the company's health & welfare benefit plans including the annual renewal and open enrollment process and regular communication, on-boarding, education and training for all employees
- Addresses escalated benefit questions and problems in a timely manner
- Manages the company's 401k Plan, including on-boarding new employees, regular communication and education to employees, and regular retirement plan reviews with key executives
- Administers all leaves for the company
- Provides leadership and direction to managers, ensuring that the company maintains a positive, healthy employee-centric climate
- Monitors and makes recommendations to ensure that the training and

Hiring organization

Titan Executive Search

Employment Type

Full-time

Industry

Industrial Services

Job Location

Somerville, TN, USA

Base Salary

\$ 110000 - \$ 120000

Date posted

August 17, 2023

development needs for all managers and employees are being addressed. Personally supports, assists, and provides skills, enhancement training for all supervisors, line leaders, and management team members

- Assist with developing and implementing performance management, talent management and succession programs for the entire company
- Keeps field management and HR team members advised of any changes to employee-related federal, state and local laws, that would impact the way we manage HR policies and procedures
- Works with Field HR to conduct wage and salary benefit surveys for new start-ups and advises management accordingly
- Responsible for developing and maintaining HR metrics and reports
- May manage the HRIS, including updates, new technologies, reports, issues, etc.
- Develops all company-wide employee-related communication
- May help develop and implement EE Engagement initiatives and activities

Key Competencies

- Strong attention to detail – achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved, which requires little to no checking; provides information in a useable form and on a timely basis to others who need to act on it; documents important details in messages or communications so the details are not lost or forgotten.
- Strong organization and communication skills – propensity to efficiently organize multiple facets of the business and effectively communicate, both in writing and verbally, across all parts of the organization (upstream, downstream and amongst peers); collaborates with leadership both within and outside HR, including their-party consultants and vendors.
- Proactive self-starter and ability to move with urgency – willingness to think proactively, dig in on issues, as they arise and move with urgency to resolve them.
- Results-oriented mentality and willingness to be “hands on” – ability to assume ownership of initiatives, projects, processes, etc. to drive successful business and financial outcomes across the entire business as it relates to all facets of Human Resources.
- Problem solving skills – Leverage strong judgement skills to make decisions.
- Ability to adapt and lead change – Instinctively know when and how to introduce change, in such a way that it is broadly accepted and institutionalized.
- Proactive self-starter and ability to move with urgency – willingness to think proactively, dig in on issues, as they arise and move with urgency to resolve them.
- Positive human and management qualities – inherent willingness to listen, be patient and compassionate with employees when dealing with new hires, terminations, employee-issues, benefits and leaves questions, issues or concerns.

Education, Certification and Experience

- Bachelor’s degree from four-year college or university in Business Management with emphasis in Human Resources or related field.
- Master of Business Administration (MBA) degree preferred, but not required
- HR Certification preferred, but not required
- Minimum seven years progressive HR experience required

Physical Demands / Work Environment

- Typically, the employee may sit comfortably to perform the work. However, there may be some walking; standing; bending; carrying of light items such as a laptop, papers, books, etc.
- Driving an automobile, flying, etc. for periodic (10%) business travel can be expected
- No special physical demands are required to perform the work