



JOB DESCRIPTION

FINAL 2.19.15

Position: Human Resources Manager
Reports to: CFO
Status: Regular, Full-Time, Exempt
Location: 615 Industrial Drive, Cary, IL 60013

Position Description:

The Human Resources Manager oversees recruiting, onboarding, offboarding, benefits, and performance review programs; administers unemployment, Workers Comp, FMLA, STD, LTD, general liability, and auto claims; administers the payroll system and ensures the accuracy and compliance of preliminary and final payroll reports, paychecks, and distributions to federal, state, and other agencies or payees; and performs other duties as assigned.

Roles & Responsibilities:

- Provide leadership and consulting support to company executives and management on matters of goals setting, policy development, and strategic implementation in support of achieving corporate objectives and business growth.
- Administer the recruiting process, including personnel requisitions, job descriptions, job postings with job boards and/or staffing and recruiting agencies, offer letters, and closing out candidates not selected to move forward in the process.
- Prepare compensation and salary survey data, as requested.
- Manage the onboarding process, including preparation of offer letters, ordering and review of background checks, completion of New Hire Checklist, data entry into payroll/HRIS system, enrollment in benefits, initiation of Basic Training, and delivery of payroll, timekeeping, and benefits training.
- Administer bi-annual performance review program, including coordination of training, preparation and forwarding of appraisal forms to employees managers for completion, tracking and follow up to ensure return of completed forms, compiling of final reviews, and completion of review meetings.
- Coordinate and manage Benefits including annual Open Enrollment program.
- Administer 401(k) plan and participate in 401(k) Trustee and review meetings.
- Serve as administrator and subject matter expert for payroll, HRIS, and benefit systems.
- Confer with internal and external parties to ensure accurate preparation and processing of payroll.
- Process inputs to payroll, including time cards, status changes, benefits enrollments and changes, garnishments, bonus/commission/spiff payments, new hires, and terminations.
- Maintain a wide variety of payroll information, files, and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Liaison with employment attorney and/or Illinois Management Association on employment-related issues.



- Assist auditors by providing supporting documentation and/or information.
- Attend webinars, seminars, trainings, and conferences to maintain current knowledge and understanding of regulations, industry trends and best practices as related to human resources.
- Other duties as assigned

Requirements:

Education & Certifications

- Bachelor's Degree, PHR or SPHR highly preferred

Experience

- 5-8 years of experience managing multiple functions of Human Resources including; recruiting, training and performance review programs
- 5+ years of experience administering 401(k) plan and managing benefit plans including open enrollment process
- 3+ years of experience processing payroll utilizing a third-party automated system, highly preferred

Travel

- Minimal, if any

Competencies

- Establishes and maintains effective working relationships based on mutual trust, respect, and cooperation with manager(s), executives, co-workers, customers and/or vendors
- Unshakeable levels of professionalism, integrity, and confidentiality
- Quality- and customer-service driven to consistently delight internal and external customers
- Team player who is willing to go above and beyond to help others
- Self-motivated, proactive, and resourceful
- Reacts quickly and adapts to changes in priorities, circumstances, and direction
- Applies high level of attention to detail and accuracy
- Superior verbal and written English language skills
- Utilizes strong analytical, critical thinking, and problem-solving skills
- Utilizes strong organizational, prioritization, and documentation skills
- Works effectively with minimal supervision