Job Title: HR Manager          Department: Admin
Reports To: Chief Operating Officer   FLSA Status: Exempt

Job Objective:

General Purpose

The Human Resources Manager manages all HR functions including employee relations, training and development, benefits, compensation, organization development, executive administration, and employment with assistance and direction from the COO. As HR Manager, stays up to date with current legal HR compliance needs and ensures all HR documentation is up to date, complete and accurate, including employee file maintenance, workers compensation file maintenance, insurance and benefit enrollment and record maintenance, Employee handbooks, job descriptions and any other HR related forms. Ensures training plans are in place and follows up with managers to ensure they are timely and in legal compliance with any employee/labor related requirements. Trains new managers as needed with such requirements. Is familiar with and complies with the Mirabel Hotel and Restaurant Group’s Mission and Service Standards as well as Relais & Chateaux’s 5 C’s and philosophy in performing all key areas of accountability and other essential duties and responsibilities.

Main Job Tasks and Responsibilities

- recruiting and staffing logistics;
- schedule and coordinate staffing interviews for managers or supervisors
- Perform reference checks
- performance management and improvement tracking systems;
- employee orientation, development, and training logistics and recordkeeping;
- assisting with employee relations;
- company employee communication;
- Assist managers with counseling and ensuring counseling and last chance contracts are in proper form and complete and accurate.
- Ensure new employees have a new hire training plan.
- Follow up with new hires to ensure proper training occurred, collect feedback for improvement.
- compensation and benefits administration and recordkeeping;
- employee safety, welfare, wellness, and health reporting; and
- employee services;
- maintaining employee files and the HR filing system;
- Maintain job descriptions and ensure updates occur as needed
- Maintain Employee manual and ensure periodic or as needed updates.
- limited weekly errands including bank and post office runs
- maintain electronic and hard copy filing system
- Maintain current knowledge of new HR related laws and policies that need be implemented.
- Maintain leave of absence documentation and follow up as needed.
Key Competencies

Key Qualities:
- Attention to detail
- Creativity/ Innovation
- Initiative
- Passionate/ Enthusiastic
- Sense of pride
- Purposeful /Understanding of how every action or non-action impacts the employee’s experience
- Trustworthiness/Honesty
- Commitment to quality
- Strong work ethics/Results driven
- Visionary
- Team oriented
- Anticipatory*
- Follow through*
- Reliable
  - Be an ambassador
  - communication skills - written and verbal
  - planning and organizing
  - prioritizing
  - problem assessment and problem solving
  - information gathering and information monitoring
  - attention to detail and accuracy
  - flexibility
  - adaptability
  - customer service orientation

Education and Experience

- computer skills and knowledge of relevant software
- knowledge of operation of standard office equipment.
- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic office management
- HR Certification desired, ability to research, comprehend and relate necessary HR laws and regulations into practice.

The HR Manager has partial responsibility for these areas:

The Human Resources Manager contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high performance culture and furthers the company’s Mission and Standards

The Human Resources Manager helps with the implementation of services, policies, and programs through managers and supervisors, reports to the COO and assists company managers with HR issues.

HR Manager
Human Resources Assistant Job Description Components

- Administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Participates in developing department goals, objectives, and systems.

Assists with the tracking of departmental and company measurements that support the accomplishment of the company’s strategic goals.

- Prepares and maintains reports that are necessary to carry out the functions of the Human Resources department. Prepares periodic reports for management, as necessary or requested.
- Participates in administrative staff meetings and attends other meetings and seminars as necessary and to represent the department.

Human Resources Information Systems (QuickBooks)

- Maintains the HRIS database and generates scheduled or requested reports to assist management.
- Updates employee phone directory and company organization chart. Maintains a database of employee contact information.
- Periodically audits the database to ensure accuracy.
- Assists in the development and updating of the Human Resources section of the Web site.
- Keeps employee records up-to-date by processing employee status changes in a timely manner.
- Maintains personnel files in compliance with applicable legal requirements.

Benefits Administration

- Conducts benefit orientations and other benefit training, as needed.
- Processes enrollments, changes, and terminations of participants in all benefit plans and programs.
- Reconciles monthly billing statements against payroll deductions.
- Assists employees with any benefit claim issues or concerns.
- Administers the day-to-day transactions of the 401(k) plan and processes employee loans and applications.

Training and Development

- Schedules participants into training sessions.
- Tracks participants and training records.
- Enters training records into database and maintains it.
- Tracks the implementation of the employee performance development plans (PDPs).
- Tracks the accomplishment of PDP goals.
**Employment**

- Advertises employee job openings first, internally, and then, externally, in keeping with company recruitment policies. Manages the logistics of the recruiting process.
- Writes newspaper classified ads and posts ads on the Internet in places appropriate to the open position including job boards, college career services offices, professional associations, and on the company's Web site.
- Sorts and reviews resumes as they arrive on a daily basis. Manages the flow of paper applications and manages the recruiting email box. Provides a first review of resumes. Maintains a filing system that retains qualified applications for one year.
- Schedules interviews for the hiring manager and Human Resources. Schedules additional interviews as needed.
- Mails out the candidate offer letter packet as requested and tracks return.
- Makes sure that the work space, computer and other equipment, mailbox, and appropriate installed software are ready for the new employee's start day.
- Conducts new-employee orientation.
- Assists with the management of 1099 Contractors for GourmetFest annually.
- Assists with the management of 1099 Contractors for GourmetFest annually.
- Procures and manages intern programs.

**Employee Relations**

- Assists in the development and implementation of an employee handbook and new personnel policies and procedures.
- Files all compliance reports with the state and federal government including EEO-1 report.
- Assists with the implementation and tracking of company safety and health programs.
- Maintains employee appreciation programs such as birthday and anniversary recognition annual or bi-annual employee parties, and semi-annual confidential employee surveys.
- Conducts and assembles at least once annual confidential employee surveys.

**Compensation**

- Is trained in and regularly practices backing up accounting and payroll.
- Participates in at least one salary survey per year.

**Organization Development**

- Participates on various committees to provide HR support and to monitor activities and completion of goals.

**Other Duties and Responsibilities:**

- Assumes other duties as assigned by the COO or the CEO.
- Attend all mandatory staff meetings and training sessions.
- Is familiar with and complies with the Drug Free Work Place Policy.

**Supervisory Responsibilities:** Lateral supervisory responsibilities over manager related to HR practices.

HR Manager
Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the Knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Education/Experience: College degree or Certificate in specific related training is preferred and may be allowed to be procured during employment. One year previous experience in HR management and administrative work is required. A similar combination of education and training and experience will be considered. Candidate must be detail oriented, a self starter, highly organized, flexible and creative.

*Equipment/Computer Experience: Proficiency in Microsoft Word, Excel, Outlook required. Must use common office equipment such as fax, phone and copy machine.

*Language Skills: Position requires excellent verbal and written English communications skills including: ability to read, analyze and interpret hospitality industry journals, write creatively and in a manner that entices readers while conforming to company standards of accuracy and professionalism. Must be able to effectively present information to corporate management, public groups, potential clients, and/or boards of directors. Basic Spanish communication skills desired.

*Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and to apply concepts such as fractions and percentages to practical situations.

*Reasoning Ability: Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

*Certificates/Licenses/Registrations: CPR certification may be required. Must have valid driver’s license, good driving record, and automobile and associated coverage.

*Other: Must have excellent time management skills and follow through and require little immediate supervision. Must not pose a direct threat to others. Must be trustworthy.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to climb sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

The employee should be able to move around and work with others in a small confined area

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Performance Evaluation: Evaluation of performance of annual business performance goals, key areas of accountability, other essential duties and responsibilities, key attributes as well as attendance, proper attire etc., will be done by way of input based on observance from COO, CEO and
other Managers, as well as co-worker input.

I have read and agree to comply with the above job description.

_________________________________________  __________
Signature                                      Date

Revised June 2014

HR Manager