



HR Manager

HR Manager Job Description:

We are looking for an experienced professional with a background in personnel management and advocacy. Our growing company employs 22+ individuals and the successful candidate will be responsible for managing every aspect of their employment needs.

As a collaborative partner with employees and leadership, the right candidate will play a key role in developing strategic HR programs to enhance team effectiveness, satisfaction, and unity. The right candidate is a smart, creative leader who is passionate and able to execute a vision and create an exceptional employment experience at Mountain West IRA.

HR Manager Responsibilities and Tasks:

- Manage the staffing process including recruiting, interviewing, hiring; ensure employment candidates align with Mountain West IRA's core values and are enthusiastic to uphold the superior client service standard we expect
- Establish an orientation procedure and onboarding rituals for new employees; coordinate new employee headshots and professional biographies for Company website
- Support new employees in becoming fully integrated with team members and office culture
- Administer compensation, benefit, and performance management systems; ensure the Company's compliance with local, state and federal regulations; manage all facets of health insurance and 401k enrollment
- Respond to questions or complaints from employees and bring them to a positive and fruitful resolution in a timely fashion. Provide support and guidance to team members and leadership on employee relations issues, coordinate with leadership on actions and outcomes
- Design and implement a results-oriented, quantifiable success in retention, quality of workmanship and training program
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Implement and coordinate people strategies and processes (i.e. performance development, compensation planning, succession planning, talent management, retention) that help deliver positive results
- Conduct exit interviews to identify reasons for employee termination
- Lead employee performance reviews to express progress and growth and identify areas where improvement may be needed
- Manage staff attendance calls
- Maintain employee records (paper & electronic files)
- Ensure employee handbook is up to date and relevant
- Attendance tracking/reporting & related employee consultations; manage vacation requests

You'll fit in by...

- Communicating with honesty, candor, and respect
- Being a trusted partner that collaborates well with leadership and all team members
- Being a sharp leader and driving results
- Being resourceful, creative, and innovative
- Acting with empathy

HR Manager Education, Qualification, and Skill Requirements:

- Bachelor's Degree in Human Resources or equivalent
- 2+ years' continuous experience as an HR Manager
- Outstanding interpersonal relationship building and employee coaching skills; ability to create a culture of diversity, inclusivity, collaboration, and teamwork
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations
- Outstanding and effective verbal and written communication skills

Pay and Benefit Package

- \$65,000 annual
- Health and dental insurance
- 401(k), 100% match on first 3% of income
- 3% Safeharbor Contribution
- Profit Sharing

Contact:

- Please visit our website to learn a bit about what we do; www.MountainWestIRA.com
- Please send all inquiries and resumes to Lisa Galane at; lgalane@mwira.com