



Job Description Title: Human Resources Manager
Division/Department: Administration
Location: Miami
Work Schedule: 8:30 a.m. to 5:00 p.m.
Monday through Friday

Exemption Status: Exempt

Summary of duties and responsibilities:

- Accomplishes human resource objectives by recruiting, selecting, orienting new hire employees; communicating job expectations; planning, planning and reviewing compensation actions; support enforcement of policies and procedures.

Primary duties and responsibilities:

HR/Payroll

- Maintains a pay plan by conducting periodic pay surveys; preparing pay budgets; monitoring and scheduling individual pay actions; planning, and implementing pay structure revisions.
- Hearing and helping resolve employee grievances, working with supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Maintains records and monitors the TSA, Drug Free Workplace, and Harassment and Discrimination Training Programs.
- Working with Chief Compliance Officer to ensure legal compliance and proper implementation of guidelines and established corporate policies by monitoring and applicable human resource federal and state requirements; internal audits, conducting investigations; and maintaining required records.
- Work with Senior Management to establish and maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Prepares annual salaries & benefits budgets and make the necessary recommendations as applicable.
- Performs all payroll related functions and ensures compliance with necessary and applicable guidelines.
- Work with Senior Management in establishing individualized management training programs including establishing accurate job descriptions, position performance objectives and implementing active reviews of employee performance as appropriate for their department.
- Works with Senior Management in implementing and motivating employees to establish a productive working culture and united staff behind the corporate vision.

Education, prior work experience, and specialized skill and knowledge:

BA in HR • 5 years' experience managing a multi-state HR/payroll department, including staff. • PHR Certification a plus. • Working experience of payroll tax at the federal, state and local level. Computer knowledge in MS Word, Excel, Outlook, and ADP among other business related software. Highly detail oriented personality.

Physical environment/working conditions:

Office environment. May have some light lifting up to 30lbs. May require prolonged periods of sitting or standing. Bending and stooping. May have prolonged computer usage.

Equipment/machinery used:

General office equipment, such as: facsimile, copier, personal computer, laminating machine, etc.

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed