

## **Human Resources Manager**

Hamernick's Flooring Solutions - Saint Paul, MN

\$50,000 - \$80,000 a year

### **Mission**

The HR Manager plays a pivotal role in overall company success by developing, implementing, and overseeing Hamernick's talent programs, including recruiting, and hiring, performance management, compensation, and communication. He/she is also responsible for administrative tasks necessary to effectively support our employees and comply with applicable laws and regulations. The incumbent will be a key resource for Hamernick's employees and will be instrumental in developing a culture of engaged, aligned professionals who consistently deliver desired business results and are commensurately rewarded for doing so.

The success of the HR Manager will be measured by:

- Employee retention and engagement
- Development and rollout of select talent-focused programs
- Timely and cost-effective execution of those programs
- Effectiveness of talent programs as assessed by employee feedback
- Administration of core talent processes such as payroll, etc.

### **Key Skills and Demonstrated Competencies**

The HR Manager is responsible for and possesses knowledge and expertise in the following areas:

#### **Employee Relations and Engagement**

- o Champion our company values and promote a strong organizational culture
- o Foster a positive work environment by recommending and implementing select, effective employee engagement initiatives and addressing employee concerns and grievances
- o Develop and support an employee-centric communications program to ensure understanding of business objectives and performance while reinforcing our culture
- o Organize team-building activities, recognition programs, and wellness initiatives

#### **Payroll**

- o Knowledge of and familiarity with leading payroll applications
- o Maintain accurate records and documentation
- o Process in house weekly payroll
- o Process subcontractor weekly payments
- o Calculate and process monthly and annual commission

### **Talent/HR Process Development and Execution**

- o Collaborate with leadership to design and implement situation appropriate HR processes
- o Create policies, procedures, and guidelines that align with our company culture and address legal requirements

### **Recruitment and onboarding**

- o Collaborate with company leadership and hiring managers to identify staffing needs
- o Develop innovative, cost-effective recruitment strategies to attract top talent in the flooring industry
- o Conduct screening interviews, assess candidates, and facilitate the hiring process
- o Create onboarding plans to welcome new employees, ensure a smooth transition, and speed new employee learning and effectiveness
- o Create offboarding plans to professionally exit employees, including exit interviews where appropriate

### **Policy Development and Compliance**

- o Create and update HR policies and practices specific to the flooring industry
- o Ensure compliance with relevant labor laws, safety regulations, and industry standards
- o Educate employees on company policies and procedures and monitor compliance

### **Performance Management**

- o Facilitate development of and training on a talent management system, including compensation strategy and relevant documentation; to recognize and reward outstanding contributions
- o Assist in department and individual goal setting in alignment with overall business plan objectives

- o Recommend and support implementation of performance evaluation and career development processes
- o Provide guidance to managers on performance improvement plans

### **Benefits Administration**

- o Administer employee benefits, including health insurance, retirement plans, and leave policies
- o Coordinate with external providers and resolve benefit-related queries

### **Qualifications:**

- o Bachelor's degree in Human Resources, Business Administration, or a related field
- o 3 to 4 years of experience in Human Resources functions, preferably within the flooring or construction industry
- o Effective communication skills and the ability to build relationships with diverse teams
- o Knowledge of labor laws, safety regulations, and industry-specific Human Resources practices
- o Proficiency in Paychex and Microsoft Office Suite
- o Collaboration – ability to work with employees at all levels and across all functions to identify opportunities or issues and to resolve them in an effective manner

Job Type: Full-time

Pay: \$50,000.00 - \$80,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Health savings account
- Life insurance

- Paid time off
- Vision insurance

Work Location: In person