



## **Human Resources Manager**

The HR Manager is directly responsible for supporting the overall administration of the HR function. The HR manager is responsible for operations, including the coordination, implementation, and of HR strategy and objectives as directed by the Executive Management Team.

### **Essential skills and experience**

- Bachelor's degree and relevant Human Resources training.
- 5+ years' of progressive HR experience, with knowledge of the following areas, specifically in California:
  - Current labor laws
  - Recruitment and retention
  - Compensation and benefits
  - Performance and employee relationship management
  - Policy development and execution
  - Diversity programs
- Adept computer skills and ability to work in a low paper environment; knowledge and experience with PEO, payroll, and recruiting agencies.
- Exceptional communication, analytical, and problem solving skills.
- Demonstrated management experience, preferably in non-profit organization.
- Demonstrated sound and consistent judgment and decision-making abilities
- Demonstrated ability to work independently and as part of a team including a PEO and contract agencies.
- Action and results oriented and comfortable in a fast-paced environment.
- Positive attitude and flexibility to interact with employees at all levels.
- PHR or SHRM certification is a plus.
- Conversational Spanish/Bilingual is a plus.