



Position Overview

The Human Resources Manager originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The Human Resources Manager coordinates implementation of services, policies, and programs and reports to the Managing Director.

Human Resources

Guides and manages the overall provision of Human Resource services, policies, and programs for the company to include:

- Updating job requirements and job descriptions for all positions;
- Developing and managing effective recruiting strategies;
- Recruiting, sourcing, screening, interviewing and counseling managers on candidate selection;
- Implementing strategies to achieve current and future organizational goals while attracting, developing and retaining a talented, dynamic and diverse workforce;
- Management of new employee onboarding process;
- Conducting periodic employee satisfaction and other HR related surveys, and making recommendations for action or change;
- Conducting job description and pay scale evaluations and recommending, planning, and implementing pay structure revisions;
- Developing and managing succession planning including working with employees and leaders to help employees and leaders reach intended career goals;
- Ensuring planning, monitoring, and appraisal of employee work results by training managers to coach employees and maintain employee accountability;
- Ensuring legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; and maintaining records;
- Acting as liaison to outside legal and professional resources to ensure compliance with Federal and State HR Laws;
- Preparing, updating, and recommending human resource policies and procedures, and updating Employee Handbook as needed;
- Developing and implement human resources policies and procedures;
- Maintaining employee and other HR related records according to associated laws;
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Establishing company-wide development and training strategy for all employees and leadership;
- Developing and conduct employee and leadership training or coordinate external training options as necessary;
- Managing sensitive employee issues and concerns, and recommending appropriate action;
- Coaching Leadership on handling HR and employee issues and concerns and making recommendations on appropriate action;
- Working to maintain employee satisfaction through relationship building, coaching and ongoing communication and responsiveness to employee needs and concerns;

- Manage employee Performance Evaluation process and provide feedback and recommendations for increases or employee action;
- Participating in and contributing to administrative staff meetings;
- Conducting and analyzing exit interviews and recommending any changes or action;
- Maintaining active and inactive employee files;
- Coordinating employee safety, welfare and wellness programs;
- Maintaining and updating organizational charts;
- Representing EpiVax at HR related meetings and events;
- Community/social responsibility/outreach planning.

Benefits Administration

- Maintaining employee benefits programs, studying and assessing benefit needs and trends, recommending benefit programs, obtaining and evaluating benefit plans and bids, designing benefit programs and educating employees on available benefits and programs;
- Coordinating enrollment and maintains group insurance records for medical, dental, vision, life and other coverage for employees and eligible dependents;
- Serving as the company representative to insurance brokers;
- Processing enrollment forms and providing assistance and information to employees;
- Preparing required documents to implement benefits programs and keeps records
- Ensuring compensation and benefits are in line with company policies and legislation;
- Acting as program administrator for retirement accounts (enrollment/compliance);
- Developing and implementing benefits policies and procedures;
- Managing LOA process and associated tracking
- Managing PTO accrual and usage
- COBRA administration

Qualifications

Requires bachelor's degree in Human Resource Management, Business Administration or equivalent experience and a minimum of a SHRM-CP or PHR certification EpiVax is willing to sponsor the right candidate for this certification.

Preferred Skills

- Organizing and planning
- Problem analysis and problem solving
- Judgment skills
- Critical thinking skills
- Communication skills
- Presentation skills
- Integrity
- Coaching skills
- Persuasive ability
- Adaptability