

Human Resource Manager

As the Human Resource Manager, you will be primarily responsible for maintaining and enhancing the organization by planning, implementing and evaluating employee relations and human resources policies, programs and practices to ensure compliance with applicable Federal and State laws and regulations for a company of 100+ employees. The Human Resource Manager conducts job functions in a manner which consistently promotes a high level of customer service to both internal and external customers while modeling and supporting the company's core values and basic principles.

Responsibilities

- Conduct recruitment effort for all exempt and nonexempt personnel, permanent and temporary employees; conduct new-employee orientations; monitor career-path programs, employee relations counseling, and exit interviews; write and place advertisements.
- Review applications and interview applicants to match experience with specific job-related requirements.
- Develop and administer various human resources plans and procedures for all company personnel.
- Implement and annually update compensation programs; rewrite job descriptions as necessary; monitor the performance evaluation program and revise as necessary.
- Develop, recommend and implement personnel policies and procedures; prepare and maintain handbook on policies and procedures; perform benefits administration to include claims resolution, change reporting, approving invoices for payment.
- Manage the company benefits plans including insurance programs, 401K plan, and flexible spending accounts.
- Develop and maintain affirmative action program; file EEO-1 annually; maintain other records, reports and logs to conform to EEO regulations.
- Establish and maintain department records and reports.
- Participate in administrative staff meetings and attends other meetings and seminars as needed.
- Maintain company organization charts and employee directory.
- Perform other incidental and related duties as required and assigned.

Required Skills

- Bachelor's degree from four-year college or university
- Minimum of 3 years of experience in Human Resources
- Strong background in recruiting in Service and IT-related fields preferred
- Excellent analytical, written and verbal communication skills with proven ability to communicate with co-workers, management, outside educators and customers.
- Ability to maintain confidential/employee relation issues.
- Ability to organize and prioritize work.
- Ability to work in a team environment; be flexible and adaptable.
- Strong creative and critical thinking skills.
- Dependable and willing to work extra hours if needed.



Required Skills (continued)

- Proficiency in MS Word, Excel, PowerPoint and Outlook.
- Additional Skills
- Employee Advocate
- Contribute to a positive employee experience at all levels
- Establish and foster relationships with employees to make work a positive experience
- Commitment to core values of teamwork, integrity, lifelong learning, being remarkable, and community focus
- Leader
- Maintain loyalty to overall company vision and a team environment
- Be proactive and contribute to process improvement and change
- Model professionalism both internally and externally

Benefits Include

- Medical Insurance
- Company paid life Insurance
- Dental Insurance
- Vision Insurance
- Flexible Spending Account
- Company matching 401K plan
- Paid time off
- Paid holidays
- Professional environment where your ideas are encouraged, and you have the opportunity to grow your career

Why work with us?

Advanced Imaging Solutions is a local provider of the most comprehensive suite of Office Technology Products and Services in Northern Indiana and Southwest Michigan.

We are in search of highly skilled individuals with solid professional experience to become a part of our growth and expansion. At Advanced Imaging, we look for individuals who are as passionate about being an integral part of making businesses better. As a company, we apply our unique talents and passion for technology to make a difference in the businesses and lives of the people we serve. At our core, we value a commitment to:

- Lifelong Learning
- Providing Remarkable Service
- Working Together as a Team
- Focusing on Community
- Leading with Integrity

For consideration for this position, please email your resume to hr@advancedimaging.net