

## Manager of Human Resources

Reports To: Chief Financial Officer

Direct Reports: None

Location: Remote

### A. POSITION SUMMARY:

The primary function of the Manager of Human Resources (HR) is to manage the HR set up & operations in order to provide a high level of HR consultancy to management and Employees. Responsibilities include but are not limited to: staffing, people development, compensation & benefit, payroll and admin, local labor laws, and development of HR policy and procedures.

### B. JOB RESPONSIBILITIES:

- A. Design, develop, plan, implement HR policies/procedures/programs.
- B. Responsible for managing all aspects of employee relations.
- C. Lead efforts for employee recruitment.
- D. Processing of U.S. and Canadian payrolls.
- E. Lead efforts of all employee benefits programs.
- F. Develop and implement a companywide Performance Management process.
- G. Develop and manage a standard Company Onboarding/Exit process.
- H. Manage the Company Workers compensation program.
- I. Responsible for managing and ensuring the Company's legal compliance such as Equal Pay Act, Age Discrimination Act, OSHA, ERISA, FMLA and all applicable federal state and local laws.
- J. Develop applicable Management Reporting/Metrics.
- K. Responsible for 401(k) Administration.
- L. Ensure the quality of HR operations and processes.
- M. Ensure close engagement of Managers through regular HR contribution to their people management approach.

### C. QUALIFICATIONS:

- A. Experience with ADP is a plus.
- B. A Bachelor's degree in Human Resources or a related degree.
- C. Experience in an aviation company is a plus.
- D. Minimum of five (5) years professional HR experience
- E. Proven ability to build relationships and be a trusted resource to employees and managers.
- F. Strong analytical, human relations, communications, basic management and mediation skills required.
- G. The candidate must have working knowledge and understanding of all laws, rules, codes and regulations applicable to the work to be performed (FLSA, EEO, ADA, FMLA, etc.).
- H. Strong knowledge of Microsoft Office including Word, Excel and PowerPoint.
- I. Excellent planning and organization skills.
- J. SHRM certification.