

#### JOB DESCRIPTION:

Human resources (HR) manager will work with CNE's team of professionals to support a company's growth and operation. The HR manager will oversee daily operations, business planning, and budget development for human resources programs. The HR manager will plan, oversee and coordinate all department initiatives including recruitment, compensation, benefits, training, retention and employee relations for a company.

#### ASSIGNMENT OF RESPONSIBILITY AND AUTHORITY:

- Advise and coach managers on HR policies and programs including employee relations issues.
- Manage daily departmental operations, business planning and budget development of HR programs.
- Ensure policies, procedures and HR programs are consistently administered, aligned with organizational goals and are in compliance with professional standards, state and federal regulatory requirements and laws.
- Plan, manage and coordinate all human resources initiatives; recruitment, compensation, benefits, training and employee relations of an organization.
- Stay informed on labor laws and up-to-date on training requirements, changes to employee benefits--such as insurance, staffing needs of the company, and any performance issues experienced by the business.

#### QUALIFICATIONS:

- Degree in business, human resources, or a related field and/or related experience is required, or minimum of five years of experience in the human resources field.
- Experience in benefits administration
- Experience in retirement plan administration
- Experience in HRMS and Payroll system administration
- Possess good managerial skills and leadership qualities
- Ability to work under pressure
- Ability to speak with clarity and exercise good judgment
- Ability to generate meaningful written communications
- Proficient in use of computer programs to include, Microsoft Office and HR related software.