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| **Date:** | **July 17, 2024** |
| **Position Title:** | **Human Resources Manager** |
| **Department/Location:** | **HR/ Midtown, OK**  |
| **Salary:** | **D.O.E.** |

**Primary Function:**

Responsible for the overall implementation of Human Resources department to include recruitment, safety, benefit management and alignment to overall cultural and strategic goals.

**Essential Responsibilities:**

1. Generate, implement, and manage all policies and procedures as they related to Human Resources including updating manuals to reflect new policies.
2. Act as fiduciary for the 401 (k) plan including managing the 401 (k) portal and meeting all audit requirements.
3. Responsible for all annual compliance reports and audits to include OSHA 300, EEO-1 report, Affirmative Actions report and necessary pay equity audit and Vet’s reports.
4. Act as liaison and negotiator for various collective bargaining units, working with Shop Steward’s and Union Representatives as necessary to understand the inner play with the company policies.
5. Responsible for recruitment strategies including recruitment sourcing to meet the needs of the organization.
6. Develop annual HR training to include Conflicts of Interest, Harassment and Ethics.
7. Ability to learn, manipulate and train in the Human Resources Integration Systems (HRIS).
8. Ability to train and implement prevailing wage laws, such as Service Contract Act and Davis Bacon and understand the interplay with the various state laws.
9. Survey and negotiate benefit plans for employees working with brokers to ensure the needs of the employees are met.
10. Communicate with employees about compensation, benefits, and other facets of their employment.
11. Perform investigations and generating recommendations for executive management.
12. Ensure the company is providing a workplace free of harassment.
13. Respond to questions or complaints from employees.
14. Manage all other HR department personnel including IT personnel.
15. Perform other tasks as assigned.

**Work Conditions:**

Employee will be working within an office environment.

**Job Requirements:**

*Minimum Requirements:*

* Bachelor’s Degree in Human Resources or related field, combination of education and experience acceptable.
* 10+ years’ experience in Human Resources with 5 of those being in a Leadership Role.
* Experience working with Prevailing Wage Laws and Collective Bargaining Agreements.
* Strong understanding of the interviewing process, benefits administration, payroll, and other HR functions.
* PHR certification or SHRM-CP preferred.
* Excellent communication, leadership, and planning skills.

**To Apply: <a href='https://secure6.saashr.com/ta/6179114.careers?ApplyToJob=570848428'>Apply For This Job</a>**

**EOE AA M/F/Vet/Disability**