



As the Human Resources Manager at Legacy Navigator, LLC you will promote, communicate and implement HR strategies and initiatives for the company, as well as own and process payroll. You will also be responsible for benefits administration, coordinating performance management, and to resolve employee relations issues. You are the primary partner for our team members in regard to human resources policies and procedures such as payroll, benefits, compensation, employee development, and recruiting oversight. This role will provide tactical and consultative services for the full employment lifecycle and take responsibility for site-level oversight of facility needs, employee payroll and benefits, and health and safety requirements.

Responsibilities

In this role, your specific duties will be to:

Employee Onboarding

- Facilitate new employee onboarding, assists in developing needed materials and messaging with team to deliver during onboarding

Training

- Assist in the development on ongoing employee training including compliance, safety, and cultural training
- Monitor training compliance

General

- Provide support to assigned business locations by communicating, promoting and implementing human resources initiatives, programs and policies
- Assist in establishing an office culture supportive to business strategy and positive employee engagement efforts generated from engagement survey results for assigned locations
- Development and maintain HR policies and processes in the employee guidebook; assists in developing, implementing, and communicating policies
- Develop and document procedures to streamline processes and ensure compliance with regulatory requirements and work with HR staff to educate Managers
- Conduct exit interviews for employees; Monitors trends and work with Strategic HR business partners as needed
- Maintain employee records in accordance with HR policies and applicable laws
- Maintain internal employee data files and generate custom reports as needed
- Administer substance abuse prevention policies including periodic drug and alcohol testing
- Monitor driver license status and ensure compliance with applicable DoT requirements

Employee Benefits

- Lead in benefit education and administering open enrollment to employees
- Provide ongoing benefit support to employees
- Coordinate leave of absences and other benefit related matters for employees

Payroll

- Assist in administration of payroll including administration of pay rate adjustments, review of timecard exceptions, and employee withholding maintenance
- Work with local offices to implement payroll processes and procedures including filing of required local and state tax applications and returns to ensure accuracy and timeliness in processing and reporting regarding payroll



Qualifications

Education

BS/BA degree preferably in business administration with major concentration in Human Resources or related field of study. PHR or SPHR certification preferred

Experience

- 5-7+ or more years in Human Resource generalist functions, including employee relations resolution with both staff and managers
- Experience processing payroll
- Demonstrated leadership and influencing skills, makes recommendations
- Knowledge of federal, state, and local labor/human resources laws and regulations
- Strong interpersonal skills, including ability to influence and mediate conflict
- Ability to exercise good judgment, tact, and confidentiality in all matters
- Excellent communication skills and ability to work well with others
- Strong problem solving, communication and presentation skills
- Well organized and confident to work independently but will be a strong team player
- Advanced MS Office skills including Word and Excel are required
- Proficient in PowerPoint and HRIS systems required