



JOB DESCRIPTION

Title	Human Resources Manager	FLSA Status	Exempt
Location	Administrative Office	Job Type	Full Time Regular
Reports to	Director, Human Resources	Department	Human Resources

Overview:

The Human Resources Manager will be responsible for administering various human resources plans and procedures for all company personnel as well as, assist in implementation of personnel policies and procedures. S/he will be responsible for performing the administrative and generalist functions within the Human Resources Department. The individual will be responsible for supporting the HR Director in accelerating the interview and on boarding processes.

Duties & Responsibilities:

1. Responsible for administering benefits and maintain various benefits data base.
2. Conducts recruitment effort for all exempt, nonexempt personnel, and temporary employees; conducts new-employee orientations and exit interviewing; writes and places advertisements.
3. Responsible for posting all jobs, both internal and external. Review and ensure that job descriptions are updated prior to posting. Monitor and maintain current listing of job boards. Ensures timely removal of postings.
4. Responsible for the administrative functions associate with recruiting: background/reference check, prepares offer letters, etc.
5. Coordinate with IT Manager the setting up of e-mail addresses and passwords for new employees.
6. Prepares and assist in conducting or conduct on- boarding/orientation. Ensures that all required documents and materials are prepared prior to new staff arrival. Introduction of new employees to staff.
7. Responsible for management of House Managers, including recruiting, orienting, time sheets, scheduling and emergency coverage. Under advisement of HR Director, manages employee relation issues associated with House Managers.
8. Input all new employee data into Paychex and have approved by HR Director within forty-eight, (48) hours. Ensures that all records are accurate and filed appropriate. Takes steps to correct any and all files that have missing and/or incorrect information. Maintain department records and reports.

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9. Administer health and welfare plans including enrollments and terminations. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions. Serves as the Cobra Administrator for company.
10. In conjunction with HR Director, manages annual open enrollment period during 1st quarter of each year. Arranges for distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers, Conducts employee presentations. Processes changes within deadlines.
11. Processes monthly billings from insurance providers. Reviews statements for accuracy, codes and advances for payment. Resolves discrepancies with carriers, payroll and the company. Completes reports for management as requested.
12. Collects and verifies bi-weekly payroll. Ensures all employee data is inputted into payroll system prior to processing.
13. Compile payroll data such as garnishments, vacation & sick leave, insurance and 401(k) deductions. Interface and coordinate with Finance Department to ensure all *Time Sheets* are correct. Contact site and assistant directors for missing and/or incorrect time sheets.
14. Participate in administrative staff meetings and attends other meetings, such as seminars. Assist in ad-hoc projects; maintains employee directory.
15. Conducts and responds to employee verification request.
16. Update and distribute staff roster; post updated laws.
17. Maintain the strictest confidentiality.

Performance Factors:

18. **Attendance and Dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments. Displays a sense of urgency in getting tasks completed.
19. **Communication and Contact:** The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company. Will provide timely response and feedback to end users.
20. **Relationships with Others:** The employee works effectively and relates well with others Including superiors, colleagues, and individuals inside and outside the Company. The employee exhibits a professional manner in dealing with others and works, to maintain constructive working relationships

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EDUCATION AND WORK EXPERIENCE:

1. A bachelor's degree required. BA in Human Resources Management (preferred) and four (4) years' Human Resources experience.
2. Supervisory experience skills essential.
3. Knowledgeable and conversant regarding health and welfare benefits and standard healthcare regulations such as ERISA, COBRA, ACA and HIPAA.
4. Must have advanced or superior working knowledge of Microsoft Office Suite (Excel and Word, Outlook).

Additional Skills:

- Strong interpersonal skills and ability to communicate to lay persons.
- Strong organizational and analytical skills
- Strong written and verbal communication skills
- Ability to work independently and under moderate supervision.
- A developed sense of urgency, the ability to multi task and complete task accurately
- Continued learning and development in Human Resources Management.
- Must have advanced or superior working knowledge of Microsoft Office Suite (Excel and Word, Outlook).
- Other duties and responsible as assigned.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package including health insurance, dental insurance, retirement plan, and paid vacation.

How to Apply

Interested applicants must submit a cover letter and resume to:

Human Resources Department:

Jericho Project
Job Code: **Admin-HRM**
245 W. 29th Street, Suite 902
New York, NY 10001
Fax 646.624.2301
hr@jerichoproject.org

No Telephone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.
www.jerichoproject.org