



**JOB TITLE:** HR Manager  
**REPORT:** Senior Director  
**LOCATION:** Greenville, SC  
**DIVISION:** UST Select

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#### **HR Manager Overview**

As the HR Manager, you will advise and coach managers of 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 policies and are in compliance with professional standards, state and federal requirements and laws. Plan, manage and coordinate all human resources initiatives; compensation, benefits and employee relations of an organization.

#### **Responsibilities**

*(include, but are not limited to)*

- Supervises any HR staff in support of the sister company you will be responsible for.
- Develops and administers various HR plans and procedures for all company personnel.
- Develop department goals, objectives, and systems.
- Implements and updates compensation program; job description creation and updates as necessary; conducts annual salary surveys, analyzes compensation, and monitors performance evaluation program.
- Develop, recommend, and implement personnel policies and procedures.
- Maintains employee handbook and manages revisions, as necessary.
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness.
- Develops and maintains files EEO reports; maintains other records, reports and logs to conform to EEO regulations.
- Conducts new-employee orientations, monitors career pathing; employee relations counseling, outplacement counseling and exit interviewing.
- Establishes and maintains department records and reports.
- Participate in administrative staff meetings and attends other meetings, such as seminars.
- Analyzes, prepares, and inputs payroll data using an automated system to produce accurate and timely payroll.

- Ensures compliance with all applicable state and federal wage and hour laws.
- Investigates problems, such as: working conditions, disciplinary actions, discrimination, and harassment.
- Provides guidance and recommendations to supervisors and employees.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Maintain all employee files, including all new hire information and termination information.
- Write and rewrite all relevant forms for company wide use.
- Handle Workers Compensation claims filed by employees including filing claims and maintain the OSHA Logs for all locations.
- Assist executive, office, and location staff, for any needs that may arise.

### **Required Skills & Knowledge**

- Bachelor's degree in Human Resources Management or related major with at least 5 years of experience
- Professional in Human Resources (PHR) certification preferred.
- Microsoft Office including Word, Excel, Outlook, and payroll software.
- Federal and state employment law
- Effectively communicate in writing and verbally
- Make independent judgments which have considerable impacts on the organization.
- Problem solves, and creativity think of new solutions.
- Balance employee satisfaction with cost effectiveness
- Multi-task and provide thorough follow-up.
- Analyze and create statistical reports.
- Use a personal computer, telephone, and copy/fax machine.
- Handle all needs of the employees.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the duties, knowledge, skill, and ability required to perform this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.