

# ACE DISTRIBUTING

<b>POSITION:</b>  <b>HUMAN RESOURCES MANAGER</b>	<b>DEPARTMENT:</b> HUMAN RESOURCES/ADMINISTRATION <b>REPORTS TO:</b> DIRECTOR OF HUMAN RESOURCES <b>STATUS:</b> EXEMPT <b>DATE:</b> 5/14/18
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Support the Director of Human Resources by maintaining and enhancing the organization's human resources department. The human resource manager is directly responsible for the overall administration, coordination and evaluation of the human resource function.

## **WHAT WILL I BE DOING?**

***In your role as Human Resources Manager, you will be part of our success by being able to:***

- Support / Collaborate with Director of HR to plan, organize and coordinate activities of the human resources department. Participate in developing department goals, objectives and systems.
- Evaluate reports and results of department initiatives in relation to established goals. Recommend new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Maintain employee benefits programs, inform and counsel employees on benefits, assess benefit needs and trends, recommend benefit programs to senior management, direct the processing of benefit claims, and design and conduct educational programs on benefits.
- Develop, recommend and implement personnel policies and procedures; prepare and maintain handbook on policies and procedures; perform benefits administration to include claims resolution, change reporting, and approve invoices for payment.
- Support / Collaborate with Director of HR to ensure employee handbook, position descriptions, and employee related documents are current and revise, as necessary.
- Provide appropriate vendor support for all human resources vendors, ensuring appropriate levels of service are monitored and achieved.
- Be the primary user/expert for all HR data systems. Suggest enhancements for continuous opportunities and improvements; run various reports; support HR functions; and be the contact person for all employees.
- Ensure legal compliance to applicable federal and state requirements.
- Provide managers and supervisors interpretations of policies, procedures, labor laws, and regulations, as needed.
- Administer federally regulated programs such as the Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), Workers' Compensation (WC), and Unemployment Compensation (UC).
- Provide full-cycle recruiting and onboarding, including but not limited to maintaining the applicant tracking system (ATS), application review, interviewing, interview scheduling, provide offers of employment, pre-employment scheduling, new hire orientations, position description creation and train employees on company expectations and standards.
- Fulfill all components of the termination process, including but not limited to terminating benefits, communicating the termination to payroll, and completing necessary termination paperwork.
- Maintain historical and current personnel files in accordance with archival requirements.
- Serve as backup to Director of Human Resources by training, coaching, and disciplining employees and resolving employee grievances.
- Assists Director of HR with wellness goals

## **WHAT DO I NEED TO DEMONSTRATE?**

***As well as a strong desire to learn and succeed in this position you must be able to meet the following requirements:***

### **Required:**

- Bachelor's degree in Human Resource Management or related field.
- CEBS, PHR, or SHRM-CP Certification
- 5+ years related work experience.
- Effective oral and written communication skills
- Ability to maintain confidentiality and exercise extreme discretion

### **Preferred:**

- Proficiency in Microsoft Office applications
- Prior experience working in a transportation and/or distribution company

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## WHAT ELSE DO I NEED TO KNOW?

- Office environment with controlled temperature, frequently required to walk, sit, talk, hear, use hands and fingers to operate office equipment and reach with hands and arms.
- Occasionally this job requires an employee to walk into the warehouse. The warehouse is climate controlled. The warehouse can also be very loud due to vehicles and fork lifts running. The employee may be exposed to exhaust fumes while in the warehouse.
- The position description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by federal law. Where required by federal law, state law, and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.*

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PRINTED NAME AND SIGNATURE

DATE