

Position:	Human Resources Manager
Department:	Administration

**Job Description Summary:**

The HR Manager assists in the development and facilitation of processes across all HR functions including human resources information systems, procedures and programs, talent management, recruiting, performance management, employee relations, staffing, learning and development, compensation, benefits and organizational development. The HR Manager will also be responsible for the development, implementation, interpretation and administration of HR programs, policies and procedures in the following functional areas: payroll, staffing, benefits, compensation, EEO, affirmative action, employee relations, HR audits, FLSA, safety and training.

**Primary Responsibilities:**

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

As a Human Resources Manager you will be able to perform the following duties:

- Manage Payroll process and administration
- Provides counsel and guidance to management and employees relating to HR policies and procedures. Develops systems to track and conduct research on workers compensation claims. Prepares necessary documentation and correspondence in accordance with applicable federal and state law and regulations.
- Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures and maintains employee handbook
- Participates in developing department goals, objectives, and systems
- Administers compensation, performance management and improvement systems
- Assist in the development, implementation, and tracking of HR Performance metrics.
- Prepares quarterly HR Scorecard
- Administers benefits, including claims resolution, researching cost-effective programs, approving invoices, and communicating benefit information to employees
- Develops and maintains affirmative action programs, files EEO-1 report annually; maintains records, and reports
- Participates in recruitment efforts for all exempt/non-exempt positions, interns and temporary employees
- Maintains Human Resources Information System records and compiles reports from database
- Maintains compliance with federal and state regulations and postings
- Assist the CFO in assessing, researching, and implementing training programs that support the attainment of organizational initiatives
- Other duties as assigned by the Chief Financial Officer.

**Qualifications:**

1. Minimum of 5 years Human Resources related administrative or generalist experience required
2. Minimum BS/BA Human Resources degree or PHR certification required
3. Must have solid knowledge of employment law, benefits programs, recruiting, and performance management.
4. Knowledge and the ability to work with external immigration attorney on all aspects of recruiting and hiring non-US citizens.
5. Excellent oral and written communication skills
6. Excellent interpersonal skills
7. Be able to work under pressure, prioritize and complete tasks in a timely manner
8. Be able to maintain a positive and cooperative attitude daily and under deadlines
9. Be able to stay patient and calm with customers who may be upset and/or confrontational
10. Be able to perform basic physical tasks such as lifting 25lbs, reading, nimbleness of hands for typing and writing.

US Digital is looking for individuals who are highly skilled, diligent, practical, productive, reliable, inventive, self-motivated, patient, conscientious, continually learning, problem solvers, organized, cooperative, flexible and positive. Character and attitude are extremely important.

**BENEFITS**

Health, Dental, 401k with Matching, Profit Sharing, Vacation, and a Great Place to Work!

**TO APPLY:**

Application and process can be found at [www.usdigital.com/careers](http://www.usdigital.com/careers)

EEO/AA employer M/F/D/V, E-Verify Participant