

Human Resource Manager

CHOICE, unlimited is seeking an energetic and dynamic Human Resource Manager to join our Leadership Team! We are a progressive agency serving people with disabilities within Duluth and surrounding communities. Our agency is well established and has been providing cutting edge services within our community for the past 29 years.

Position: Human Resource Manager

Full-time: 40 hours per week -Monday-Friday 7:30 AM to 3:30 PM

Wage: Salary is negotiable factoring in both education and experience

Benefits: PTO, HSA, Paid Training, Health & Dental Insurance & Voluntary Benefits including: Vision, Accident, Critical Illness, Life Insurance, Hospitalization, and Retirement plan.

Qualifications and Requirements:

- Four-year degree in Human Resources Management or a Business Degree in a related field preferred.
- SHRM and/or HRCI Certification strongly preferred
- At least two years of experience working in the Human Resources field.
- Must be able to multi-task and possess excellent time management and organizational skills.
- Independently motivated and able to manage a workload without close supervision.
- Strong verbal and written communication skills.
- Proficient in Microsoft Office programs with strong knowledge and experience in Excel.
- Previous experience sourcing and recruiting hourly employees with prior experience managing an applicant tracking system.

Essential Duties & Responsibilities:

- Maintain knowledge of industry trends and ensure overall agency compliance.
- Oversee the hiring and interviewing process to help agency become fully staffed.
- Communicate changes in employment law and policies to all staff.
- Oversee all onboarding and staff recruitment methods including but not limited to: applicant screening, maintaining records, scheduling and participating in local job and career fairs, posting open positions, scheduling interviews, participating in interviews as needed, and tracking applicant references.
- Oversee benefits administration.
- Supervise the Receptionist and cover the front desk as needed
- Administer and manage all training through the Relias online training platform
- Oversee staff training and development to encourage staff retention including but not limited to: manage performance reviews, maintain staff incentive program, review and maintain agency job descriptions, maintain and update all personnel files, status changes, and attendance records
- Facilitate exit interviews upon staff separation and track turnover.
- Monitor unemployment claims by documenting data, reviewing and responding to claims, and participating in hearings as necessary.

- Uphold the ethical standards while supporting a diverse workforce.
- Serve on standing committees

CHOICE, unlimited is an Equal Opportunity Employer