

CLIENT OVERVIEW

This Chicagoland based client is an innovator in the investment, development and management of industrial real estate and multimodal transportation infrastructure.

POSITION SUMMARY

The Human Resources Manager is responsible for all HR tasks and initiatives including recruitment, onboarding, terminations, compensation, benefits, performance management, training, compliance, employee relations, wellness and internal events for a headcount of 115 employees across the United States. This position reports directly to the CEO.

ESSENTIAL DUTIES

- Provides human resources guidance to executives, managers and employees.
- Selects and partners with staffing agencies to recruit for all open positions, schedules and conducts interviews, prepares job offers, completes pre-Work with IT teams to interpret requirements, aid in documentation, and develop and validate reports to support internal teams. Assist in documentation and creation of web reporting employment background investigations and coordinates onboarding for new employees.
- Manages employee separations including involuntary terminations, conducting exit interviews, preparing severance agreements, processing COBRA enrollments and responding to unemployment compensation claims.
- Organizes the annual compensation review process and completes industry benchmarking surveys.
- Partners with broker to complete annual benefits renewal, arranges open enrollment for employees, maintains relationships with insurance carriers and serves as the main point of contact for all employee benefit related questions.
- Tracks and records all leaves of absence in accordance with FMLA and manages short-term and long-term disability requests.
- Directs the annual employee appraisal process, assists with performance improvement plans and employee counseling/coaching.

Human Resources Manager

- Develops training programs to address identified needs and areas of improvement.
- Prepares Affirmative Action Programs for minorities, women, protected veterans and individuals with disabilities and participates in outreach.
- Maintains and updates records and employee files in accordance with applicable laws and regulations.
- Handles all employee relations and investigations and consults with legal counsel as appropriate.
- Recommends, develops and implements personnel policies and procedures for the organization.
- Administers employee satisfaction surveys and delivers results to executive committee.
- Manages employee incentive programs including milestone service awards.
- Directs the wellness initiatives for the company including annual wellness week, flu shots, CPR training and Vitality online wellness platform.
- Updates safety guidelines and procedures and serves as a member of the company's Emergency Response Team.
- Organizes internal events including the offsite annual employee meeting, corporate holiday party and volunteer opportunities.
- Acts in accordance with the values of the company and complies with all company processes and procedures.
- Completes other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in human resources, business, or related field of study.
- Minimum of 10 years of HR experience across all disciplines.
- PHR or SPHR designation preferred.
- Working knowledge of federal and state labor and employment laws.
- Prior involvement in conducting workplace investigations.
- Experience recruiting and conducting interviews.
- Familiarity with affirmative action programs and requirements.

Human Resources Manager

- Experience handling FMLA requests and leaves of absence and knowledgeable with respect to benefit plans.
- Proficient with Microsoft Office products including Outlook, Word, Excel and PowerPoint.
- Familiarity with ADP software a plus.
- Flexible with respect to work schedule; ability to travel to regional offices on a quarterly basis.