

#### **CLIENT OVERVIEW**

The client is an independent pharmacy benefits management company that combines industry-leading pharmacy tools and technology expertise with best-in-class PBM services and clinical offerings.

#### **ROLE DESCRIPTION**

The Human Resources Manager is a full-time position based in the Greater Dallas area. The manager is expected to perform a variety of general HR duties including: business partnership and organizational development, talent acquisition, employee relations, and payroll and benefits.

#### **ESSENTIAL DUTIES**

##### HR Business Partnership & Organizational Development

- Create a comprehensive HR strategy to support the continued growth of the company, including migration to self-sustaining systems and set up of initial HR function.
- Collect initiatives already underway and learn what programs are necessary to facilitate continued employee engagement.
- Create a comprehensive compensation and title structure roadmap for the company, inclusive of market checks and job description/title leveling/title consolidation.
- Act as a trusted business partner/confidante to leadership and management.

##### Talent Acquisition

- Develop and execute a comprehensive, diverse recruitment strategy inclusive of sourcing, talent selection and onboarding.
- Create annual hiring plan and modify quarterly as necessary (inclusive of talent review and succession planning processes.)
- Oversee any outside vendor partnerships for hiring or onboarding.

##### Employee Relations

- In partnership with senior management, handle all employee relations matters including:
  - Performance management
  - Coaching and counseling
  - Terminations

## Human Resources Manager

- Other employee relations situations, as necessary.

### Payroll, Benefits and Employee Information

- Manage outside vendor partners for these critical functions.
- Work with leadership team and finance to determine future strategies for delivering these services.
- Manage any required reporting or planning per company and regulatory guidelines.

### **REQUIREMENTS**

- Bachelor's degree required
- Minimum five years experience
- Excellent interpersonal and communication skills with the ability to effectively interact and communicate with all levels of the organization
- Ability to build rapport
- Strategic thinker and independent self-starter who is good at time management and balancing priorities
- Excellent verbal and written communication skills