

Job Title: Manager Human Resources

Organization: The Springboard Center

Location: Midland, TX

Closing Date: August 31, 2022

Position Summary

RESPONSIBLE TO: FINANCE DIRECTOR AND EXECUTIVE DIRECTOR

QUALIFICATIONS:

- Minimum Baccalaureate Degree.
- Minimum of two years of relevant administrative experience.
- Computer experience with HR Programs required.
- Must have a valid Texas Driver's License.
- Must have clear and direct communication skills.
- Must maintain confidentiality.

RESPONSIBILITIES:

- Responsible for maintaining the employee and contractor records of The Springboard Center by accurately recording Human Resources of the company.
- Responsible for reporting to and assisting both the Finance Director and the Executive Director.

MAJOR FUNCTIONS:

- Post job openings when needed, review applications, set up interviews, call about reference checks.
- Run background checks/DMV/E-verify and OIG Exclusions checks and send for pre-employment UA, verify certification and/or licensure.
- Complete new hire process (documentation, onboarding, order name badge, business cards etc.)
- Set up training for new hires, annual renewals and modify for terminations.
- Insurance and benefit enrollments and terminations, (Medical, Dental, Vision, Life, 401(k)/ROTH, and FSA.
- Record minutes from weekly management meeting & retain for future reference, transcribe if needed.
- Print Benefit invoices monthly, allocate expenses in worksheet and provide to Finance Director.
- Maintain roster for 90-day evaluations and annual reviews (PIP when necessary) for all Directors.
- Prepare Payroll: enter new hires, raises, terminations, PTO verification, accurate deductions, update addresses when necessary. Ensure appropriate approvals for all are acquired.

- Maintain electronic HR Software Management program (BambooHR) for all W-2 and 1099 staff.
- Maintain current employee roster, phone/laptop and annual driver records check and background check list.
- Maintain Employee Handbook and Human Resource P&P
- Maintain training compliance spreadsheet and files for all staff.
- Coordinate open enrollment benefit staff meetings (BCBS, Principal, Sunlife, 401K)
- Provide bi-weekly OT reports to appropriate Directors.
- Provide monthly QA report to Compliance Manager (to include employee trainings, employee turnover, promotions/transfers, open positions, and employee feedback).

Minimum Salary \$55,000.00. Maximum Salary depends on experience.

How To Apply: Apply by emailing a resume to Paige Vickery at pvickery@sbctx.org

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