NATIVE2NATIVE

Job Description

Title	Human Resource Professional/Sales/Staffing
Department(s)	Native2Native Solutions
Reports to	Human Resource Project Manager
Classification	Exempt
Salary Range	Salary

Job Purpose

The human resource professional is responsible for performing HR-related duties on a professional level and works closely with all areas of management in supporting designated geographic regions. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

Additionally, they will be responsible for **a**chieving staffing objectives by recruiting and evaluating job candidates; managing relocations and any internships. This position will also be responsible for leading the development of new business by initiating the sales process with prospective clients, and ultimately securing the business relationship.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.

1. Participates in developing department goals, objectives and systems.
2. Administers the compensation program; monitors the performance evaluation program and revises as necessary
3. Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
4. Initiate the sales process by scheduling appointments with decision-makers and decision-influencers within a prospective client company. They analyze the prospective client's needs and build custom staffing solutions and make recommendations.
5. Performs benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
6. Develops and maintains affirmative action program; files EEO-1 report annually; maintain other records, reports and logs to conform to EEO regulations.
7. Build, customize and deliver sales presentations, maintain and manage client and prospect data in our sales force automation tools, and pro-actively seek new opportunities by telemarketing, making cold calls, and acquiring referrals.
8. Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.

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9. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program and writes and places advertisements.
10. Handles employee relations counseling, outplacement counseling and exit interviewing.
11. Participates in administrative staff meetings and attends other meetings and seminars. Maintains company organization charts and the employee directory.
12. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
13. Maintains human resource information system records and compiles reports from the database.
14. Maintains compliance with federal and state regulations concerning employment.
15. Performs other related duties as required and assigned.

Qualifications

- Possess ability to communicate well with candidates and have strong interviewing skills.
- Knowledge of current employment law and organization principles and practices.
- Possess problem solving abilities and strong ability to work with a team.
- Strong recruiting experience and the fundamental knowledge of the staffing company industry.
- Awareness of health and safety laws and associated regulations.
- Possess excellent time management and organizational skills.
- Strong computer skills: typing, email, internet and software navigation.
- Ability to carry out oral and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to supervise and delegate work to subordinates as needed.
- Maintain a valid driver's license.

Education and Experience

A bachelor's degree and three to five years' human resource experience, or a master's degree in human resource management and two years' experience in the HR field, or 6 years of experience in the HR field, or any similar combination of education and experience.

Additional Eligibility Qualifications

SPHR or PHR certification preference

Native American Preference