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## Human Resources Manager Job Description

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### Summary

Under the direct supervision of the President, MYS seeks a collaborative, self-starting professional to provide Human Resources (HR) and executive administrative support to an energetic and innovative project management company in a healthy virtual office setting.

This position is expected to maintain and enhance the human resources department by planning, implementing, and evaluating employee relations and policies, programs, and practices. In addition, this position is expected to perform high-quality clerical and administrative assistance to the President.

The successful individual will answer non-routine correspondence and assemble confidential and sensitive information. This position deals with a diverse group of internal and external contacts at all levels of the organization. Independent judgment is required to execute, prioritize and organize a diversified workload and to recommend changes in job practices or procedures for the betterment of the organization and staff.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Human Resources**

- Review employee hours and prepare summaries for processing
- Lead on-boarding and termination documentation and processes: employees and contractors
- Maintain changes to employee HR files, forms, and secure SharePoint storage/organization including the Employee Handbook
- Lead all HR communication and HR document distribution within company under strict confidentiality standards
- Maintain employee files and documents (follow up with expiring documents, salary changes, reviews, etc.)
- Assist with interview scheduling and participate in applicant reviews
- Manage, organize, and maintain office management forms/templates and files and folders within SharePoint
- Track and maintain MYS benefits programs
- Maintain MYS equipment and software tracking
- Respond to and track insurance requirements
- Create formal external documents, templates, and files
- Maintain internal calendar and generate appointments for major company-wide events and office closures
- Maintain client and employee relations/appreciation
- Assist with end-of-year preparations

#### **Executive Assistance to the President**

- Supplier registration/portal database updates and management
- Assist with completion of licenses, certifications, applications, and renewals
- Scheduling and calendaring, reservation setting, and travel arrangements
- Update CRM database
- Order general office supplies, gifts and promotional items

- Draft general correspondences (agendas, minutes, memos, charts)
- Plan logistics for internal events
- Conduct online research
- Event attendance/corporate representation
- Assist President with administrative tasks and corporate errands
- Proofread copy for spelling, grammar, and layout

## Expected Competencies

1. Thoroughness and Attentiveness to Detail
2. Exceptional Interpersonal Skills
3. Ability to Learn and Utilize Technical Terminology and Software
4. Advanced Knowledge of Microsoft Office Suite
5. Strong Organizational and Communication Capacity (Speaking and Writing)

## Supervisory Responsibility

This position has no supervisory responsibilities.

## Work Environment

This job operates in a virtual office environment. Employees are provided a laptop computer with applicable software and may be eligible for other technology reimbursements.

## Physical Demands

This is largely a sedentary role; however, the ability to lift project materials up to 40 pounds may be required.

## Position Type and Expected Hours of Work

This is a full-time salaried position eligible for a benefits package. Candidates must be available for work during typical business hours, which can vary based on client and corporate needs. Weekend duties may be required from time to time, as requested.

## Travel

Up to 25% travel is expected for this position

## Required Education and Experience

1. Advanced degree or equivalent Human Resources certification
2. Minimum 5 years' experience in human resource management
3. Authorization to work in the United States