

Human Resources Manager

Fairfield, AL 35064

\$25 - \$32 an hour

Full-time

Work Location: In person

Job Overview

Habitat Birmingham is looking for an experienced HR candidate to join our team. The ideal candidate will have a proven track record of managing HR operations and implementing HR policies and procedures. The HR Manager will be responsible for overseeing the recruitment and onboarding processes, employee training and development, performance management, benefits administration, policy and procedure development and implementation, HR best practices, payroll, compliance, and other daily HR activities of the organization. In addition to the HR responsibilities outlined, this position will manage operational processes and compliance including insurance, Information Technology, and office operations.

Essential Duties and Responsibilities

- Manage job posting, recruitment, interview, screening, and hiring processes
- Coordinate new employee orientation for all staff and interns; order business cards and name badges, order initial work area supplies and technology as needed
- As part of new-employee onboarding, manage IT vendor to establish email addresses including inclusion in appropriate email distribution lists as well as setting up new computers and establishing remote access; set up on-desk phone access, as needed
- Offboard all exiting employees and develop offboarding procedures
- Establish and maintain HR records, reports, organization charts, and employee personnel records
- Develop and manage training programs in partnership with department leaders
- Oversee compensation and benefits administration including health insurance, life insurance, 403(B) program, time off, and payroll
- Consult with benefit brokers. Review and analyze existing benefits and compare competing proposals and present them to leadership team.
- Supervise open enrollment processes
- Manage 403B plan. Provide necessary compliance data to third party administrator
- Complete and prepare all regulatory questionnaires, reports and surveys related to HR
- Provide advice and service to management on employee relations and performance management
- Maintain/update Employee Handbook as needed in conjunction with leadership and Board
- Engage with employees on employee relations matters, cultural initiatives, and day-to-day process development and improvement to provide a work environment conducive to success.
- Develop programs to recognize staff achievements and contributions, provide opportunities for teambuilding, and boost morale and well-being.
- Monitor and implement compliance with federal, state, and local employment laws and regulations.
- Coordinate and conduct all-staff meetings as well as staff recognition and appreciation events

- Perform job review, wage and compensation analysis as needed during recruitment process
- Maintain current market wage compensation trends and relatable information, participating in salary surveys and conducting research as needed
- Periodically review employee benefits and benefit documents to ensure compliance with state and Federal employment laws and regulations
- Administer workers compensation including annual audit, claims, and prevention
- Participate in local and statewide HR roundtables, seminars, and webinars as well as HFHI professional development opportunities regarding upcoming federal and state personnel laws
- Update and coordinate annual performance review system
- Monitor and manage HFHI compliance regarding personnel policies and procedures ensuring compliance of all staff and key volunteers recertifying annually.

Operations:

- Oversee use and licensing of organizational vehicles Oversee the organization's risk management regarding insurance coverage and claims prevention and mitigation, and coordinate safety programs for all departments.
- Submit OSHA reporting as needed
- Act as designated Office Safety Coordinator, providing training to office staff on proper safety techniques and oversee First Aid and CPR trainings and keeping kits updated across the organization
- Coordinate safety training for Construction and ReStore
- Review safety manual annually and update practices as needed by legal and best practice requirements
- Schedule and ensure proper office coverage for phone answering, appointment receiving, and mail processing.
- Coordinate and provide support for office events, workshops, and other programming
- Manage ordering for office supplies and repairs/updates on office technology.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Human Resources or related field
- 5+ years of experience in HR and Payroll management
- Strong knowledge of federal and state employment laws
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Highly skilled in Microsoft Applications including Excel, Word and Office
- Self-starter with ability to remain organized, manage multiple tasks and meet deadlines
- Ability to handle a fast-paced, changing environment
- Positive attitude and ability to model ethics and values of Greater Birmingham Habitat for Humanity



- Ability to communicate to staff and leadership the short and long-term impact of HR policy and procedures.
- Demonstrated ability to exercise sound judgment and maintain confidentiality when dealing with sensitive matters.
- Excellent verbal and written communications skills, including editing skills with meticulous attention to detail.

Benefits:

- 403(b) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

To apply, please send a resume and cover letter to Kaley Johnson at jobs@habitatbirmingham.org.

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