



POSITION ANNOUNCEMENT

HUMAN RESOURCES MANAGER – F/T

POSITION SUMMARY

The Human Resources Manager is responsible for all human resource functions to include recruitment, retention, employee relations, benefits and risk management for the Witte Museum. The Human Resources Manager will maintain and enhance the Witte Museum's human resources by planning, implementing and evaluating employee relations and human resources policies, programs and practices. The Human Resources Manager maintains a high level of confidentiality, ensures a high level of data and system integrity, and delivers top quality customer service to employees, volunteers, and applicants.

RESPONSIBILITIES

- Responsible for the management and administration of the employee health benefit program and retirement plans such as: medical, dental, vision, FSA, HRA, group life & LTD, optional supplemental insurances and the 401(k) & 457 plans
- Reconciles, allocates, and prepares all monthly insurance invoices with supporting documentation
- Compiles census data and collaborates with plan broker and TPA to present recommendations to management
- Coordinates employee meetings and arranges for enrollment of employees during open enrollment. Enrolls all eligible new hires in insurance enrollment throughout the year
- Oversees all benefit inquiries to ensure quick, equitable, and courteous resolutions
- Maintains personnel files, employee benefit records and all related files
- Responds to employment verifications
- Reviews job descriptions and post jobs in general and professional organization websites
- Collects, prepares and distributes applications and résumés
- Conducts first day in-process for all new hires; coordinates and schedules new hire orientation
- Responsible for current local, state, and federal legislation effecting Witte Museum employees
- Prepares, submits and follows-up on all Workman's Compensation claims
- Maintains the employee handbook in addition to general office policies and procedures
- Oversees employee relations, corrective actions, and grievance investigations. Provides counsel and assistance when necessary
- Schedules, prepares, and executes the staff meeting
- Designs, executes, and maintains a wellness program for all employees
- Produces miscellaneous reports when necessary
- Other duties as assigned by the President & CEO and the Chief Administrative Officer

EDUCATION

- Required: Bachelors Degree in HR Management, Business Management or related field & six hours of college level accounting courses
- Preferred: Masters Degree in HR Management, Business Management or related field, plus five years experience; PHR, SPHR, SHRM-CP, or SHRM-SCP Certification

EXPERIENCE AND SKILLS

- Excellent written and oral communication skills and ability to handle situations with tact, persuasiveness, and diplomacy
- Excellent organizational skills, attention to detail and accuracy while demonstrating the ability to work independently and prioritize multiple time-sensitive tasks
- Must be able to meet critical deadlines in a fast paced environment
- Proficient in use of personal computing software, particularly Microsoft Office
- Good analytical and problem solving skills involving complex payroll transactions
- Knowledge of Abila/Sage software preferred

PHYSICAL REQUIREMENTS

- Must be in good physical condition and able to lift and carry up to 30 lbs., while walking and climbing stairs
- Must be able to work flexible hours including after hours and weekends if necessary

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org