Human Resources-Office Manager
Job Description

Classification
Exempt

Salary Grade
Salaried

Date
January 2016

Objective
The Human Resources-Office Manager is a dual-role involving full spectrum human resources and office management responsibilities of Great White Shark Enterprises. This role is responsible for performing HR-related duties on a professional level in the following HR functional areas: benefits administration, employee relations, performance management, onboarding, policy implementation, recruitment/employment and employment law compliance. The office manager component of this position is responsible for overall front office activities, managing IT, large purchasing requests and facilities and management of the building.

The ideal candidate will be a self-starter, who is just as comfortable working autonomously as with a team. This candidate should be corporate culture-focused, bringing enthusiasm to the office and offering up new ideas and programs. The candidate will be expected to perform the following responsibilities:

1. Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of employee handbook and personnel policies and procedures, in conjunction with senior management.
2. Performs benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
3. Conducts recruitment efforts; conducts new-employee orientations; monitors career-pathing program.
4. Handles employee relations counseling, outplacement counseling and exit interviewing.
5. Maintains company organization charts and the employee directory.
6. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
7. Maintains compliance with federal and state regulations concerning employment.
8. Responsible for management of the building, which includes but not limited to managing repairs, tenant issues, etc.
9. Supervises the maintenance of office equipment, including copier, fax machine, etc.
10. Responsible for the facilities day-to-day operations (such as distributing building access keys and back-up to security access cards, etc.)
11. Supervises and coordinates overall administrative and office activities.
12. Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
13. Responsible for arranging internal office moves.
14. Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
15. Participates as needed in special department projects.

Travel
Negligible.

Experience
• A bachelor’s degree in related field
• Five to seven years’ combined human resource and office management experience preferred
• Solid understanding of federal and state employment regulations
• Working knowledge of office processes
• Strong references
Location
This opportunity is based in West Palm Beach, FL. Ideal candidate will be located in South Florida.