



Job Description

Job Title: Manager, Human Resources
Department: Administration
Reports To: Director, Human Resources
FLSA Status: Exempt

BASIC PURPOSE:

Administer employee benefit programs such as retirement plans; group health, dental, life, FSA, LTD, AD&D, and supplemental insurance. Preparation and processing of bi-weekly payroll. Comply with state and federal laws, rules and regulations pertaining to these programs.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Conduct recruiting, screening, hiring and on-boarding
- Prepares advertising and internal posting for job openings
- Ensures that employee job descriptions are current and accurate
- Maintain compliance with federal, state and local laws and regulations in order to ensure compliance
- Provide requested information and complete and submit applications for policy renewals of all business insurance
- Assist Human Resources Director as needed
- Responsible for the preparation and processing of bi-weekly payroll for all employees
- Manage 401(k) rollovers, distributions, loans, hardship withdrawals, compliance testing, fiduciary responsibilities, and annual audit
- Responsible for all training of employees
- Develop, recommend, implement, and monitor company policies and procedures
- Responds to human resources inquiries via Salesforce
- Responsible for the maintenance, integrity and continuity of individual employee files including records of initial employment, promotions, evaluations, terminations, disciplinary actions, leaves and personal data.

SUPERVISION:

None

ACCOUNTABILITY: Impact and Scope:

This position is accountable for the company's benefit plans ensuring compliance with all federal, state and local regulations

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's Degree or equivalent in Business, Human Resources or required field or equivalent experience
- Three (3) to Five (5) years Human Resources experience with emphasis on Talent Management and 401(k) Plan Administration.
- Working knowledge of Microsoft Office software applications
- Ability to effectively communicate verbally and in writing
- Excellent organizational and time management skills
- Attention to detail and demonstrates accuracy and thoroughness; monitors own work to ensure quality
- Ability to maintain confidential information

PREFERRED QUALIFICATIONS:

- Ability to collect, evaluate and analyze data relating to Human Resources functions and benefit programs
- Experience as direct support to Senior Management
- Professional in Human Resources (PHR) certification

Please submit resume thru job posting on [Indeed.com](https://www.indeed.com)

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No phone calls or agencies please.