

Job Title: Human Resource

Location: New York, NY

Company: Stellar Enterprises

About Us: Stellar Enterprises is a leading provider of marketing and consulting services, dedicated to helping businesses achieve their goals through innovative strategies. We are seeking a Human Resources Manager to lead our HR initiatives and foster a positive workplace culture.

Job Summary: The Human Resources Manager will oversee all HR functions, including recruitment, employee relations, performance management, and compliance. This role requires strong leadership skills and a passion for developing talent.

Key Responsibilities:

- Develop and implement HR policies and procedures.
- Manage the recruitment process, including job postings, interviews, and onboarding.
- Provide guidance and support to employees and management on HR-related issues.
- Oversee performance management and employee development programs.
- Ensure compliance with labor laws and regulations.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of experience in HR management or a similar role.
- Strong knowledge of employment laws and regulations.
- Excellent interpersonal and communication skills.

- Proficient in HR software and Microsoft Office Suite.

What We Offer:

- Competitive salary and benefits, including health insurance and retirement plans.
- Opportunities for career advancement and professional development.
- A supportive and inclusive work environment.

How to Apply: Interested candidates should submit their resume and cover letter to hr@stellarenterprises.com by April 30, 2024.