

## **Human Resources Manager**

- **Job Code:** HR-420
- **Department:** Human Resources
- **FLSA Status:** Exempt
- **Job Summary:** Oversees HR functions including recruitment, employee relations, and compliance with labor laws.
- **Key Responsibilities:**
  - Develop and implement HR policies and procedures.
  - Manage recruitment and onboarding processes.
  - Address employee relations issues and conduct investigations.
- **Qualifications:**
  - Bachelor's degree in Human Resources or related field.
  - 7+ years of HR experience, with at least 3 years in a managerial role.
  - Knowledge of employment laws and HR best practices