

JOB DESCRIPTION



HUMAN RESOURCE MANAGER – Agoura Hills, CA

General Description

Chris Nelson & Associates, Inc. is currently seeking a Human Resource Manager to enrich our team. The right candidate will have experience in leading a Human Resources department along with hiring and interviewing staff, administering benefits, leave, and enforcing company policies and practices.

Required Qualifications

- ♦ Bachelor's degree or higher in Human Resources, Business Administration, or related field required.
- ♦ A minimum of three years of human resource management experience preferred.
- ♦ SHRM-CP or SHRM-SCP highly desired.
- ♦ Effective oral and written communication skills.
- ♦ Excellent interpersonal, negotiation and conflict resolution skills.
- ♦ Organizational skills and attention to detail.
- ♦ Strong analytical and problem-solving skills.
- ♦ Task management and delegation skills.
- ♦ Act with integrity, professionalism, and confidentiality.
- ♦ Proficient with Microsoft Office Suite.
- ♦ Proficiency with or the ability to learn the organizations HRIS and talent management systems.

Responsibilities

- ♦ Work closely with leadership team to establish, understand and execute the company's human resource and talent strategy as it relates to current and future talent needs, recruiting, retention, and succession.
- ♦ Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- ♦ Oversee employee disciplinary meetings, terminations and investigations.
- ♦ Maintain compliance with federal, state and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- ♦ Analyze trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

About Us

- ♦ Top tier civil engineering and land surveying company servicing all of Southern California.
- ♦ Culture that encourages a relaxed, yet professional work environment.
- ♦ Emphasis on employee mentorship, cross-training, and providing career advancement opportunities.

Compensation

- ♦ Competitive benefits including 401k, Dental, Vision, Health, Paid Holiday and Sick Leave.
- ♦ Salary depending on experience and ability.