

## HR Manager

FSS is currently seeking a dynamic Human Resources Manager responsible for the overall administration and coordination of human resources functions including : Developing and implementing organizational strategies; recruiting, staffing and retention; compensation and benefits; performance management; employee relations; training and development; policies and procedures; and compliance with all applicable federal, state and local laws. We are seeking candidates that have strong communication and collaboration skills and a demonstrated ability to solve problems and manage multiple priorities. Strong detail orientation, organizational and follow through skills are imperative to success in this position.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs:

- Execute recruitment and staffing activities
- Partner with business managers to develop and implement HR strategies
- Build strong partnerships to assist in obtaining business goals
- Manage employee relations, investigations, resolutions, HR policies and procedures, benefits administration, effective intervention, group facilitation, change management, performance improvement and all other HR procedures
- Understand, communicate and enforce compliance in all HR Policy and Procedures following federal, state and local regulations
- Ensure consistency and equity in human resources program administration (i.e. compensation, career development, merit, etc.)
- Conduct exit interviews and analyze trends and develop recommendations for improvement
- Manage the Unemployment and Workers Compensation claims processes  
Provide HR orientation and training to employees and management staff
- Support company-wide focus on providing excellent customer service

Candidates must have a Bachelor's degree in Human Resources Management, Human Services or Business-related field and a Masters Degree and PHR/SPHR is preferred. 5-7 years experience as a Human Resources Manager required.

Closing Date - November 5, 2010