

Job Details for: **Human Resources Manager**

POSITION SUMMARY:

The Human Resources Manager leads the strategic people initiatives. Develops, directs, plans and evaluates human resources policies to meet the organization's human resources objectives. Has primary responsibility for design and implementation of all human resource policy and processes, including labor relations.

ABOUT THE COMPANY

BIT Group is a leading resource for turnkey development and manufacturing of IVD instrumentation and complex life science products. Our senior staff members have extended experience in the industry, each with a long history of successfully developing and manufacturing medical devices, in vitro diagnostic instruments and bioresearch platforms.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the day to day responsibilities of the HR department
- Manages the Employee Relations function and provides professional direction
- Partners with managers and staff in all areas of Human Resources
- Provides effective reporting and analysis of HR data and metrics
- Identifies general training and development needs and provides recommendation for implementation
- Administers Workers' Compensation matters for client group
- Full cycle recruiting, including technical recruiting for engineering functions
- Partners with legal counsel on all Immigration and VISA requirements for client group
- Drives an effective reward and recognition strategy that reinforces the Best Place to Work culture
- Provides coaching and consultation on employee relations issues.
- Proactively communicates HR policies, programs and employee information
- Leads change management efforts in partnership with management
- Supervises and mentors HR team members
- Review and Management of all company Benefits to ensure competitiveness
- Working knowledge of Federal and State laws affecting the employment relationship
- Responsible for all ADP related HR processes and system requirements

JOB QUALIFICATIONS

- Bachelor's degree required. Master's degree preferred.
- 5+ years business experience, emphasizing Human Resources desired.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential
- Experience in Human Resource leadership with international exposure.
- Demonstrated success in cross-regional projects or initiatives.
- Excellent oral, written communication and presentation skills.

- Ability to manage internal and external confidential information with utmost discretion, strict attention to detail and ability to interact professionally with all organizational level
- Substantial problem-solving, risk assessment, organizational, analytical and critical thinking skills, with the ability to determine next course of action

INTERPERSONAL SKILLS:

- Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee and union relations, diversity, performance management, and federal and state respective employment
- Understanding of applicable computer systems, such as Microsoft Office and ADP Workforce Now
- Excellent organizational and people skills, project management skills, with an ability to openly convey information to team members in a timely, concise manner
- Experience in strategic leadership and negotiation
- Ability to build productive internal/external working relationships, interact with senior internal and external personnel on significant matters often requiring coordination between organizations
- Substantial problem-solving, risk assessment, organizational, analytical and critical thinking skills, with the ability to determine next course of action

BENEFITS

BIT Group achieves excellence in organizational development by encouraging the professional and personal growth of our employees. Our commitment to the health and happiness of every employee is demonstrated in the following programs:

- Comprehensive medical, pharmacy, dental and vision insurance for employees and dependents
- Company paid life and AD&D insurance
- Voluntary (employee paid) supplemental life, AD&D insurance for employee, spouse, and children
- Company paid short term disability
- Company paid long term disability
- 401(k) pre-tax and Roth employee contributions
- 401(k) "Catch Up" contributions for employees age 50 and over
- Flexible Spending Accounts (health care, dependent care)

BIT Group is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action-Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.