



Position Opening Human Resources Manager

Reports to: General Manager – RiverSide Electronics

Description: The HR Manager is responsible for the overall administration and functions of the Human Resource Department for 350 + coworkers within our network of companies.

Job Responsibilities:

- Supervise HR Department staff; payroll, training, and safety
- Develop and enforce company policies and procedures
- Assist with recruiting and hiring for various departments
- Maintain company organizational charts
- File annual EEO-1 reports; maintain records, reports and logs

Network of Company Responsibilities: (Includes: RiverSide Electronics, RiverBend Electronics, RiverStar Inc., CCSI, and JMW Enterprises)

- Implementation, administration, and maintenance of employee benefit programs (401K, 125 FSA plan, health, dental, life, and disability insurances, Shared Work Plan)
- Completes Year End census and audits
- Develops, recommends, and implements personnel policies and procedures
- Responsible for federal and state compliance pertaining to personnel issues
- Prepares COBRA letters; receives and records COBRA premium payments
- Works directly with Department Managers on personnel issues
- Assists management in annual review, preparation and implementation of wage and salary program
- Maintains HR hours with other facilities
- Participates in Company level strategy development and implementation

Job Qualifications:

- Minimum of 5 years' experience in HR Management, including payroll, benefits, FMLA and ACA compliance
- PHR/SHRM SCP/CP Certification preferred
- 4 year college degree in Business/HR preferred