



**POSITION** HR Manager

**REPORTS TO** Chief Financial Officer

## **JOB PURPOSE**

Leads all related Human Resources functions including recruiting, employee relations, talent management, training, leave, policy development and benefits. Serves as liaison for employees and supports key management initiatives.

## **RESPONSIBILITIES & ESSENTIAL DUTIES**

- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, and investigating allegations of wrongdoing or harassment, and terminations.
- Performs activities relating to employee discipline, involuntary terminations, performance improvement plans, employee claims, investigations, and employee relations counseling.
- Conducts exit interviews and coordinates payroll, benefits information, and return of company property with exiting employees.
- Manages 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.
- Liaise with employment agencies and internal hiring managers for executing offers; facilitate and support new hire offers and onboarding processes to acclimate new hires to the department.
- Maintains accurate and timely applicant tracking data, including maintenance of job requisitions, posting content, interview schedules, and managing end-to-end hiring process.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Manages the administration and renewal of MillerClapperton's benefits and wellness programs. This includes medical, dental, vision, life, long term disability, FSA, HSA, commuter, fitness reimbursement, EAP, COBRA, backup care, and wellness.

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- Supports employee inquiries and provides accurate communication of benefits and policy information; administers FMLA, short- and long-term disability (STD/LTD) and other leave programs.
  - Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
  - Implements COVID Guidelines as necessary and oversees adherence to policies
  - Partners with Marketing on benefits communications through multiple delivery channels (e.g., intranet, recorded webinars/videos, digital displays, and mailings).
  - Contributes new ideas to support continuous improvement in overall effectiveness of HR team. Applies basic lean concepts and practices to work efficiently, enhance programs, coordinate and reduce waste.
  - Generate, analyze, interpret various metrics and distribute reports for senior leadership.
  - Performs other duties as assigned.

#### **REQUIRED SKILLS & ABILITIES**

- Thorough knowledge of employment-related laws and regulations.
- Possess a high degree of integrity, maintain confidential information, and exercises discretion.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong organizational, time management, prioritization, and project management skills with attention to detail.
- Works independently with little or no supervision, collaborates with others.
- Embraces change and quick learner to adopt process and technology enhancements
- Proficient in Microsoft suite of applications with advanced MS Excel skills, skilled in database software, Human Resource Information Systems (HRIS), and other HR related applications, as well as use of common office and computer equipment.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

## EDUCATION & EXPERIENCE

- Bachelor's degree from four-year college or university in Human Resources, Business Administration, or related field required; 5+ years of related experience in Human Resources; or equivalent combination of education and experience.
- A minimum of three years of human resource management experience is required.
- HRCI, SHRM-CP or SHRM-SCP is highly desired.
- Construction or construction-related industries or experience with medium- (200+ employees) to large-sized organizations preferred.
- Bi-lingual (Spanish) preferred.

## ABOUT MILLERCLAPPERTON

MillerClapperton is a leading national fabricator and installer of engineered cladding solutions (wall panels) with offices in the Atlanta metro area and Mesa, Arizona. Notable projects include the College Football Hall of Fame, the National Center for Civil and Human Rights, and the Georgia Aquarium among others.

MillerClapperton is recognized as a top workplace in Atlanta and has earned the designation from the Atlanta-Journal Constitution for the past six consecutive years.

## WHY YOU'LL LOVE WORKING HERE

At MillerClapperton, there is opportunity waiting for you. We offer a thriving culture where you'll have support from senior leaders and are provided with the resources and training to help you do your best work. You'll grow your career with an established and respected leader in the industry and a company who upholds its core values of Family, Integrity, Pride, and Respect. We offer a challenging and rewarding environment where we are proud of our accomplishments and celebrate our successes and yours.

You'll love the people you work with because we believe that great people attract great people. We know that the strength of our team comes from what each one of us has to offer, which means your individual contributions are recognized, but you are a part of something bigger. We make a lasting impact by shaping the communities in which we live through our work and charitable contributions.

Are you ready? We want you to be part of our team.

## YOU'LL BENEFIT FROM WORKING AT MILLERCLAPPERTON

With employment at MillerClapperton, we know that the lives of employees encompass much more than the time they spend at work. By offering a generous benefits package, we help you maintain a healthy work/life balance and ensure that you and your family have the tools and means to prosper.

You'll have access to medical, dental, vision, life insurance, short- and long-term disability, 401(k), wellness programs, paid time off, paid holidays, career development opportunities, and much more. We are proud to be ranked as a Top Workplace in Atlanta and a national Top Workplace.