

MANAGER OF HUMAN RESOURCES, BENEFITS AND FACILITIES

COMPANY:	SettlePou	GROUP:	Administration
CITY:	Dallas	CLASS:	Exempt
STATE:	TX	HOURS:	8:30 a.m. - 5:00 p.m.
OVERTIME:	Must be flexible for additional hours	COUNTRY:	USA
SUPERVISOR:	Director of Administration	DEGREE:	Bachelor's preferred

PURPOSE FOR POSITION:

The Human Resources Manager shall be responsible for firm hiring, performance evaluations, new employee orientation, employee relations, personnel manuals, records, payroll, discipline and discharge.

JOB RESPONSIBILITIES:

- Hiring – implements and maintains adequate staffing to support the Firm's needs. This includes staffing needs, development of employment standards, monitoring job market as to salary levels and benefits, recruiting, testing and hiring of non-attorney staff.
- Orientation– provides orientation to all new employees.
- Training and Development – coordinates staff meetings and training programs, line up training programs for attorneys
- Employee Performance Evaluation – helps develop and recommends changes to the Personnel Committee the evaluation process.
- Discipline and Discharge, including coordination of Texas Workforce issue
- Personnel Issues
- Personnel Manuals – administers and enforces firm policies concerning office hours, office policy, benefits, holidays, time off as they affect non-lawyer personnel.
- Personnel Records – Maintains all records for personnel.
- Social Functions – plans with the Personnel Committee all functions that involved the entire firm and non-attorney staff.
- Office Maintenance – responsible for the upkeep of premises and ordering of new furniture. Meets with vendors. Meets regularly with cleaning vendor.
- Benefits – manages the benefits for the firm. Recommends upgrades or changes during the year. Meets with insurance broker regularly on changes and implementation of benefits.
- Payroll – responsible for all aspects of payroll including, timely submittal of all taxes; quarterly payroll taxes; HR Online system and coordinate with payroll vendor timely delivery of reports.
- Supervise Receptionist, Office Services Clerk and Administrative Assistant.
- Coordinates with landlord all emergency procedures and rules for building. Coordinates HVAC for after hours and items that need to be fixed within the agreement of our contract with landlord.
- Participates on the Personnel, 401(k) and Marketing Committee.
- Edits of the Employee Newsletter
- Coordinates all attorney functions throughout the year
- Oversees all facility needs and works with property managers on issues.

QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & SKILLS:

- High energy, confident, dependable, team player with high initiative.
- Effective customer service and communication skills in dealing with employees and clients.
- Excellent organizational and time management skills.
- Bachelor's degree, a plus.
- Candidate must have 3-5 years of human resources experience.
- Strong computer skills with knowledge of MS Office (Word and Excel) and 10 Key by touch.
- Position requires sitting for long periods of time and working at a computer station, etc.
- Must be able to bend, stoop and lift in excess of 25 lbs.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.