



## HUMAN RESOURCES MANAGER

Directly responsible for overall administration, coordination and evaluation of the human resources strategy to go along with overall business plans and objectives. This position will support multiple locations but is based in the St. Louis, MO, area. Some travel required to other office locations.

### PRIMARY RESPONSIBILITIES

- Maintains the Human Resources budget, including participation in annual salary budget projections.
- In partnership with Accounting Department, responsible for company's payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations.
- Direct recruiting efforts and partner with hiring managers to screen resumes, interviews, hire and onboard top talent.
- Partner with CEO and CFO during the annual HR processes including compensation and commission planning, open enrollment, succession planning, and others as required.
- Provides guidance to managers regarding performance documentation, evaluations, and termination of employees.
- Administers and acts as a strategic partner with all benefit programs, including medical, dental, life, disability insurance, 401(k) options, vacation, sick and other leaves of absence programs (excluding commercial insurance).
- Develops and maintains relationships with benefits broker and other vendors in order to provide thorough information to employees regarding benefit programs.
- Organizes employee events; promotes teamwork and strategic vision in the organization.
- Manages worker's compensation and prepares and maintains OSHA reporting documentation.
- Updates job descriptions and training manuals, as needed.
- Creates, modifies, and consistently enforces company policies in order to ensure legal compliance with all state and federal employment laws.
- Remains abreast of human resources and employment updates.
- Manages company recruitment process, including all new hire paperwork and procedures. Recruits candidates for all positions. Works with managers to interview, select, and hire qualified candidates. Processes required paperwork with all new hires and provides guidance to managers to ensure appropriate orientation and training.
- Some office management duties (office supplies, facility concerns, security swipe cards, etc.).

### EDUCATION

Bachelor's degree in Human Resource Management or business-related field, required.

### REQUIRED

5-7 years of Human Resources experience in a management role, have an immediate command of all the relative employment related laws, strong knowledge of benefits administration, solid employee relations experience, self-management, and successful relationship building skills. Additional skills include:

- Exceptional communication and interpersonal skills, both verbally and in writing. Bilingual capability in Spanish or French is plus.
- Excellent organization skills, maintaining detail-oriented projects.
- Demonstrates a commitment to service, organizational values and professionalism.
- Balances company objectives and goals with concern for team members.
- Successful ability to multi-task, and ensure tasks are completed in a timely manner.
- Ability to problem solve, and act in an assertive, "solution-oriented" manner with the leadership team.
- Ability to work independently with little supervision.
- Proficiency in Microsoft Office required; knowledge and experience with Facebook, LinkedIn, and Instagram
- Ability to travel 25% of time in both air and automobile (Approximate). Driver's License required

Submit resume to [careers@bayard-inc.com](mailto:careers@bayard-inc.com).