

Establish your Future at SOS – HR Manager – Full Time

This position will be responsible for providing day to day management and coordination of HR operations related to personnel issue resolution, employee performance management, policy management and development, benefits administration, on-boarding, termination, employee engagement and staff development.

Communicate and administer benefits to employees, answer questions, and coordinate annual open enrollment process. Guide and assist supervisory personnel on appropriate performance management processes including, but not limited to, disciplinary actions and terminations. Effectively utilize the HRIS systems including maintenance of proper records for all employee files, and employment related matters including documentation for performance, leaves, benefits, etc.

This position is responsible for the hiring and onboarding process of all new employees. Including, but not limited to, maintaining records of benefits plans participation such as insurance and pension plans, personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting. Investigation of accidents and preparation of reports for insurance carrier including Worker's Comp related incidents. Handling of all Unemployment Claims. Acts as the Head the Safety Committee that ensures safe work practices for all employees. Directly supervises administrative employees in the Human Resources Department. Handles the administration and oversight of all Leaves including, but not limited to, FMLA and NYS PFL.

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: Human Resources Degree, 3+ years related experience and/or training or equivalent combination of education and experience. Generalist experience preferred. SHRM Certification preferred. Knowledge of COBRA, ERISA, FMLA, ADA, FLSA and related state and federal regulations required. Ability to demonstrate experience as a hands-on practitioner. Proficient in Microsoft Office. Experience with ADP or similar HRIS software / payroll systems desirable.

This is a full time position with a Monday through Friday 8:00AM-4:30PM work week. Enjoy competitive compensation including excellent benefits and a rewarding work environment. Apply by mail to SOS, 5824 Widewaters Parkway, East Syracuse, NY 13057 Attn: HR Dept, by email to HR@sosbones.com, or Fax to 315-552-6020. SOS is an EOE. No phone calls please.