

HUMAN RESOURCES MANAGER NORFOLK, VA

Our client is a Norfolk, VA medium sized corporation with a diverse, multi-site employee base providing transportation, logistics, and product distribution and warehousing services for US Dept. of Defense facilities along the East Coast, Mid-Atlantic, and Southern US.

We are recruiting for an experienced Human Resources (HR) Manager to be the strategic lead for the newly created HR function and to be a member of the Senior Management Team.

This is a full-time opportunity located at the Norfolk, VA headquarters and may require occasional travel. Corporate resources include IT, accounting, finance, payroll administration and benefits administration, as well as HR representatives at each company location, all available as needed to support the corporate HR Lead.

U.S. Citizenship or current eligibility to work in the US is required.

Position Summary

This is an opportunity for a strong communicator, team builder and decision maker who will:

- Advise corporate management and present options, as necessary, regarding HR laws, regulations and processes
- Lead resolution of workplace conflicts and employee issues
- Initiate, manage and oversee company transactional processes to ensure that they are administered consistently across all company locations
 - Train on-site HR representatives on company processes and the latest HR issues and resources
- Review, evaluate and oversee all HR related vendor relationships including payroll and benefits, third party administrators, and systems consultants
- Lead Strategic Human Resources including
 - Promoting the company's customer-centric, employee supportive culture throughout the organization
 - Development and management of policies, procedures, processes and process improvements, to ensure that HR strategies align with organizational business goals and objectives
 - Review and implementation of strategic systems – HRIS, recruiting and Applicant Tracking, Data Collection, and Reporting
 - Development and administration of Talent Management programs and initiatives, including performance review and training
 - Participation and contribution to strategic planning including staffing and compensation planning

- Compliance processes, including data collection and management, and reporting (AAP, EEO-1, VETS, et al)
- Oversight of new hire on-boarding, including briefings and enrollments
- Standardization and centralization of personnel filing systems

Education and Experience

Education: Bachelor's Degree or equivalent.

Experience: 5 – 7 years of experience managing Human Resources in a diverse business environment.

Please respond with resume and base salary expectations to:

Alan@hrconsultantsllc.com