

## **Greater Memphis Chamber Position Description**

**Job Title:** Manager, Human Resources

**Department:** Finance & Administration

**Reports to:** Senior Vice President, & Chief Administration Officer

**FLSA Status:** Exempt

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### **Purpose:**

This position is responsible for planning, developing, implementing, directing, and evaluating the Chamber's human resources function and performance and ensuring company compliance with applicable laws and regulations.

### **Essential Functions:**

- Manage and coordinate human resource areas such as recruitment, hiring, employment practices and procedures, compensation, performance evaluation system, employee relations, personnel record keeping, employee communications, and employee events & recognition programs.
- Participate in developing department goals and objectives.
- Establish HR departmental measurements that support the accomplishment of the company's strategic goals.
- Oversee recruitment effort for all personnel; write and place job advertisements; work with supervisors to screen and interview candidates; conduct reference checking; extend job offers; conduct new-employee orientation; monitor career-path program and employee relations counseling; conduct exit interviews.
- Develop, recommend and implement personnel policies and procedures; prepare and maintain handbook on policies and procedures.
- Ensure company compliance with all federal, state, and local laws and regulations related to employee benefits, payroll administration, compensation, employment, records retention, worker's compensation, etc.; remain current with best practices in human resources as well as regulations in benefits administration and payroll administration; manage relationships with state and local regulatory agencies.
- Administer employee benefit plans including but not limited to the 401(k) Profit Sharing Plan, Section 125 Flexible Spending Account, Health Savings Account and insurance policies, i.e., medical, dental, life, accidental death and dismemberment, disability, vision and supplemental coverage.
- Serve as the primary contact for employee benefits enrollment and issue resolution.
- Administer payroll functions including semi-monthly payroll processing, payroll calculations and deductions, payroll tax reporting, attendance tracking, and the entry and payment of commissions.
- Administer/Manage COBRA, worker's compensation.
- Administer approved leave programs, including STD, LTD and personal LOA.
- Develop and implement employee development and training programs.

**Other Functions:**

Perform other duties as needed to help drive the company's Vision, fulfill the company's Mission, and abide by organizational values.

**Requirements:**

- A bachelor's degree with a concentration in Human Resources.
- Minimum of 5 to 8 years human resources experience.
- Experience in benefits and payroll administration.
- SHRM certification preferred.

**Knowledge, Skills, and Abilities:**

- Knowledge of all aspects of the Human Resources function.
- Knowledge of federal, state, and local regulations related to areas of responsibility.
- Strong organizational, interpersonal, and analytical skills.
- Detail oriented, logical and methodological approach to problem solving.
- Outstanding time management skills.
- Strong verbal and written communication skills; ability to produce readable, concise, and accurate written documentation and correspondence.
- Ability to work well independently and to interface and maintain effective relationships with all departments and employees in a team-oriented environment.
- Ability to plan and manage multiple projects in a fast-paced environment with frequent interruptions.
- Ability to meet deadlines and handle sensitive, confidential information on a regular basis.
- Solid computer skills, including proficiency in Microsoft Office applications including Word, Excel, Outlook.

**Work Environment:**

The work environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is conducted in typical indoor office environment with moderate noise
- Work is conducted in a confined area while sitting at a computer for an extended period.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to sit, stand, and communicate;
- regularly required to use hands and fingers to operate a computer and telephone;
- regularly required to use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus due to computer work;
- occasionally required to walk; and
- occasionally required to lift and/or move up to 30 pounds.

**This job description reflects the essential functions, knowledge, skills, abilities, and demands for this position; it is not meant to cover or contain all knowledge, skills, abilities, tasks, activities, duties or responsibilities that may be required to do the job. Management may, at its discretion, change, assign or reassign duties and responsibilities to this job at any time.**