

## HUMAN RESOURCES

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Office and Admin	L. Kelly	N/A	HR	N/A	2020-01-09

Employee (print): \_\_\_\_\_ (signature)(X): \_\_\_\_\_  
 Manager (print): \_\_\_\_\_ (signature)(X): \_\_\_\_\_

### Job Summary

- Serves as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems

### General Responsibilities

- Communicate and Interact with BIZeX Ventures on all Human Resource issues and concerns to act in the role of liaison between employees and management. Issues and Concerns include but are not limited to the following:
- Analyzes and modifies compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advises managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommends needed changes.
- Performs staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Plans and conducts new employee orientations to foster positive attitude toward organizational objectives.
- Reviews, endorses or makes recommendations for hiring, staff raises, promotions and reclassifications.
- Plans and directs human resources activities and company staff
- Provides performance appraisals for staff and determines need for disciplinary action.
- Makes recommendations or approves plans for staff training and professional development.
- Administers compensation, benefits and performance management systems, and safety and recreation programs.
- Directs the dissemination, interpretation and application of company policies.
- Maintains currency on existing and pending legislation to ensure overall compliance with regulatory requirements.
- Ensures staff is kept informed of changes and updates.
- Interacts with company management and employees to provide guidance, assistance and expertise.
- Resolves issues and requests presented by management and employees.
- Provides consultative services and/or meets with concerned parties to discuss issues and requests and determine best course of action for effective resolution.
- Prepares and follows budgets for personnel operations.
- Maintains records concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Conducts exit interviews to identify reasons for employee termination.
- \*The company reserves the right to add or change duties at any time.

## Job Qualifications

- **Education:** Bachelor's degree preferred
- **Experience:** 1-2 years' experience in human resources

## Skills

- Excellent verbal and written communication
- Active listening
- Management of personnel resources
- Coordination
- Instructing
- Negotiation
- Monitoring
- Time management
- Critical thinking
- Judgment and decision making