* This position reports to the Vice President Administration.
* Provide exemplary Human Resources services according to established industry and Company standards.
* Act as Subject Matter Expert in assigned specialty functions, which might include: compensation and salary administration, performance management counseling, employee relations, employee services.
* Collaborate on departmental projects and programs involving strategic HR initiatives.
* Provide support for HR team members.

**2. RESPONSIBILITIES**

* Provide counseling/employee relations support and issue resolution. Investigate complaints, make appropriate recommendations.
* Manage and monitor compliance with the compensation program philosophies and guidelines.
* Oversee job description development with corresponding salary assignments.
* Provide technical expertise and counsel to Company managers/supervisors regarding wage/salary administration for new or changed positions.
* Maintain current wage/salary market survey information to assure alignment with Company philosophy.
* Participate in pertinent salary surveys.
* Perform periodic audits of existing wage/salary ranges to reflect changes in market value.
* On an annual basis, review internal performance ratings and corresponding salary recommendations to assure alignment.
* Assure timely completion of annual employee performance reviews. Provide non-compliance reports as required.
* Generate reports as needed.
* Provide training and support for Company management and employees involving compensation management.
* Act as Subject Matter Expert in compensation matters as needed.
* Provide technical guidance for leave administration.

• As directed, perform special assignments and assist with special projects as requested by the

 Vice President Administration.

**3. QUALIFICATIONS, EXPERIENCE, and JOB RELATED SKILLS**

* 7-10 years' HRIS, payroll, human resource generalist or comparable experience.
* Associate's degree in Business, Accounting, or Bookkeeping, or a High School diploma with equivalent general business experience preferred.
* In-depth familiarity with HR policies and practices. Advanced proficiency handling sensitive inquiries and investigations.
* Ability to extract, compile, distill, and/or interpret data for studies and reports accurately and efficiently.
* Ability to handle highly confidential information.
* Familiarity with company accounting methodologies.
* Intermediate level proficiency with personal computer systems and MSFT Office applications.