

The Highlands at Wyomissing® is seeking a dynamic **HR Manager** to join their team!

In this role, you will have the opportunity to oversee the HR department, develop strategic initiatives, and create a supportive environment for our team. If you are an experienced HR professional with a knack for problem-solving and a dedication to employee satisfaction, we want to hear from you! We can't wait to welcome you to our community where you'll make a vital impact on the heart and soul of our organization - our employees.

### **Essential Duties:**

- **Oversee functional areas of the HR department**
  - Establish best practices and operational effectiveness around talent acquisition, career development, succession planning, retention, training, and leadership development.
  - Supervise the employee life cycle, which may include employee concerns, coaching, disciplinary procedures, performance evaluations, training opportunities, new programs, etc.
  - Oversee benefit programs including partnering with vendors, ensuring employee satisfaction, and analyzing trends to make recommendations for improvement.
  - Manage leaves of absence, which may include STD, LTD, and FMLA.
  - Collaborate with vendor and solicitor to effectively manage workers compensation claims.
  - Recommend HR-related budget actions and capital expenditures; prepare, direct, and control annual HR budgets within operating guidelines.
- **Ensure HR compliance**
  - Support enforcement of Company policies and procedures; Provide consultation and guidance on employee relations concerns and model best practices to leaders
  - Maintain knowledge of industry trends, identify legal requirements, and ensure department compliance; Liaise with legal counsel when necessary.
- **Implement strategic initiatives and special projects**
  - Routinely track and analyze trends in data and HR processes, recognize gaps, create initiatives to address these gaps, and communicate updates to necessary parties.
  - Create new ways to measure employee morale and find methods to improve overall employee engagement and satisfaction.
  - Collaborate with appropriate stakeholders regarding new software review and implementation; Conduct project management including determining timelines, communication strategies, training, and development, and executing the final rollout(s), as needed.
- **Lead and manage the HR Generalist and Payroll functions**
  - Delegate responsibilities and prioritize work assignments.
  - Build reports to coach HR Generalist on priorities, future projects, and auditing processes.

**Skills and Qualifications:**

- Bachelor's degree in HR, Business, or related field.
- SHRM-CP, SHRM-SCP, or other HR-related certification preferred
- 10+ years' Human Resources Generalist Experience.
- Prior experience as a contributing member of a business leadership team as the lead HR resource.
- Knowledge of federal, state, and local labor legislation.
- Results-driven, proactive and the ability to work with little to no supervision.
- Proficient with HR software, MS Office, and other applications.
- Ability to function in a fast-paced environment, with competing priorities and deadlines.
- Strong analytical, assessment, and problem-solving capabilities
- Demonstrated relationship building and influencing skills with experience providing complex and confidential support
- Demonstrated interpersonal communication and presentation skills, verbal and written.

If you're interested, please reach out to [jakeck@herbein.com](mailto:jakeck@herbein.com) or scan the QR code below to apply:



*The Highlands at Wyomissing® is an Equal Opportunity Employer*