OPEN POSITION

EXTERNAL/INTERNAL Manager - Human Resources/Benefits

Report to: President/CEO

Description/Job Functions

**Duties:** This position description provides the key factors of the job demand essential to evaluating job performance. The individual classified in this job is expected to perform all the details involved in the job and, on occasion, may be required to perform functions of a higher or lower skill level not included in this job description. Duties include but are not limited to the following:

**Primary Objective:** Execute the human resources, benefits, and workman’s compensation programs of the organization in a quality, accurate, and customer friendly fashion.

Oversees the following duties

1. **Job Duties.**
   - Conducting new hire orientation
   - Oversee/manage I-9 and E-Verify processes
   - Oversee/manage background checks and conduct employment verification on potential applicant/employees
   - Facilitate the interviewing process of applicants interested in FEC employment
   - Develop and maintain personnel position description
   - Manage and maintain personnel/staff training plans
   - Manage performance evaluation tracking
   - Oversee/manage advertisements and post all vacant positions, both internally and externally
   - Manage all temporary employment with agencies
   - Maintain a personnel filing and recordkeeping system
   - Develop EEO/Affirmative Action and Federal regulations reports
   - Responsible for required reporting relating to U.S. Census Bureau Report, Economic Census Report and the Multiple Worksite Report
   - Maintain a record of all local state and federal issues and bulletins
   - Compose and compile routine correspondence
   - Complies with Federal, State, and local legal benefits requirements
• Maintain benefit records by developing recordkeeping systems, initiating new hire benefits recording changes
• Update enrollment, terminations and changes in coverage for all benefits
• Monthly reconciliation i.e.; medical, dental, vision, AFLAC
• Responsible for monitoring day-to-day Principal message and process accordingly
• Responsible for notifying staff to review quarterly Principal statements
• Process bi-weekly 403b Principal contributions loan payment
• Conduct Annual Benefits Open Enrollment
• Conduct Annual AFLAC Open Enrollment
• Conduct Quarterly Principal Staff meetings
• Prepare garnishment reporting, employee head count reporting and employment verification as required
• Oversees/manage monthly fitness list
• Maintain a safe and healthy environment by operating as the Safety Officer
• Oversees/manage Workers Compensation injury and illness reporting
• Other duties as assigned

Knowledge/Skills/Abilities
Ability to handle multiple assignments and meet deadlines
Ability to work effectively under pressure
Ability to work in a team environment, and work effectively with a diverse
Ability to maintain confidentiality in regards to the operations of the executive office
Knowledge of the Full Employment Council and its objectives
Knowledge of organizational support systems
Ability to work with a team of dedicated professional at the executive and line staff level

Qualifications
Bachelor’s Degree, at least 3-5 years’ experience in Human Resources
Excellent written verbal communication skills
Computer literate
Ability to work flexible hours as needed
Must have reliable personal transportation and auto insurance
Must be able to pass a background check

Apply in person at the Full Employment Council/Missouri Career Center
Location: 1740 Paseo, KCMO 64108 (M-F 8-5)

EOE/AA/M/F/V/ADA E-Verify Employer
The Full Employment Council is an Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Services at 711.