



Human Resources Manager

The Human Resources (HR) Manager serves as a link between management and employees by handling questions, interpreting, and administering contracts and helping resolve work-related problems. Advise managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes. Assist Chief Financial Officer in payroll-related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Liaise between departments or other groups to improve function or communication.
- Advise others on legal or regulatory compliance matters.
- Recommend organizational process or policy changes.
- Administer compensation or benefits programs.
- Analyze data to inform operational decisions or activities.
- Manage human resources activities.
- Recruit and hire personnel.
- Represent the organization in external relations.
- Interview employees, customers, or others to collect information.
- Communicate organizational policies and procedures.
- Estimate labor requirements.
- Investigate industrial or transportation accidents.
- Prepare reports related to compliance matters.
- Conduct employee training programs.
- Maintain personnel records.
- Coordinate special events or programs.
- Advise others on career or personal development.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Process and issue employee paychecks and statements of earnings and deductions.
- Compute wages and deductions and enter data into computers.
- Process paperwork for new employees and enter employee information into the payroll system.
- Prepare and balance period-end reports and reconcile issued payrolls to bank statements.
- Other duties as required.

BASIC QUALIFICATIONS, EXPERIENCE, SKILLS AND EDUCATION REQUIRED

- Bachelor's degree in Human Resources or Business with 5-10 years of experience, preferably in a manufacturing company.
- 3-7 years of experience running payroll for a small business (<100 employees), using accounting software, and cloud-based timekeeping portals.

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Skills required include the ability to listen and understand information, present ideas through spoken words, and writing for small to medium sized businesses.

ITAR/EAR CRITERIA

- This position will require lawful access to ITAR/EAR controlled information and employees in these roles will need to meet those requirements. Requirements include US Citizenship, US Permanent Resident or ability to meet contract-specific licensure requirements.

EMPLOYMENT CATEGORY

- Regular full-time

LOCATION OF EMPLOYMENT

- Albuquerque, NM

Send resume via e-mail to careers@3DGSinc.com