



## 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 and/or communication.
- Partner with management to help define talent needs and workforce plans.
- Drive the company's talent agenda for ensuring thoughtful assessment, development, and goal setting.
- Guide management in annual performance and compensation programs.
- Mentor business leaders on leading and managing through times of change or difficult employee matters.
- Act as a change agent to the business and design processes and approaches to prepare the organization for ongoing change and transformation.
- Provide HR project leadership on significant business events within the company.
- Demonstrate a deep understanding of the business strategy to provide expert insight and leadership into organizational effectiveness, talent planning, and development.
- Apply people analytics to empower managers/supervisors to make data driven decisions by communicating workforce risks, analyzing workforce trends, and identifying future opportunities.
- Recruit and hire personnel to include orientation meetings and complete the orientation process including policy review, form completion, HR system entry and records retention
- Initiate onboarding and off-boarding process for HR, the manager, and the employee(s); conduct exit interviews, tracking trends.
- Advise others on legal or regulatory compliance matters.
- Recommend organizational process or policy changes.
- Administer compensation and benefits programs.
- Analyze data to inform operational decisions or activities.
- Manage and oversee all human resources activities.
- 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.

- Maintain employee payroll database insuring information on each employee is current and correct. Process and issue employee paychecks and statements of earnings and deductions and maintains payroll history files.
- 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 environment company.
- 3-7 years of experience running payroll for a small business (<100 employees), using accounting software, and cloud-based timekeeping portals.
- Demonstrated experience in Human Resources theories, principles, and practices, as well as knowledge of federal and state labor laws.

#### **QUALIFICATIONS WE DESIRE**

- A SHRM-SCP/SHRM-CP certification or an HRCI certification (SPHR/PHR)
- An understanding of HR as an interrelated system of functional operations
- Experience mentoring, influencing, facilitating, presenting, and developing processes, and analyzing/problem solving
- Strong planning and project management skills
- Strong analytical skills and proven competence in resolving simple and sophisticated HR and organizational issues
- Intermediate to advanced Microsoft Excel, Word, and PowerPoint skills
- Experience preparing and presenting effective verbal and written reports
- Experience supporting customers in Engineering/Science fields
- The ability to balance competing priorities in both strategic and day-to-day service delivery

#### **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](mailto:careers@3DGSinc.com)***