

Human Resources/Office Manager

Submit applications online: <http://www.mcclureeng.com/> and click on 'Careers'

Position Summary: Firm-wide resource that plays a key role in developing and maintaining the strength and depth of our people through HR functions, policies, programs, and relationships.

Essential Functions:

1. Advisor - Advisor to senior leaders in multiple areas including compensation and benefits design, corporate social responsibility, leadership development, and mentoring. Advisor on all employment law matters to ensure compliance with FLSA, FMLA, ADA, ADEA, Workers Comp, COBRA, ERISA, IRCA, OSHA, Title VII, and others. Ensure HR alignment with IT, marketing, finance, operations, and other areas of the business to maximize firm's competitive advantage.

2. Training and Development - Coordinate and facilitate orientation program for new employees, and student intern program. As a member of the Training Committee, develop employee training programs including evaluation and feedback mechanisms. Manage employee performance evaluation process including design, implementation, and training for reviewers. Coordinate and facilitate training for safety and prevention programs (CPR, sexual harassment, etc).

3. Talent Acquisition - Develop working relationship with universities, technical training career centers, and other sources to maximize recruitment productivity. Manage recruiting process including applicant screening, interviewing, and candidate selection. Manage college intern program, retention program, and family inclusion/integration issues.

4. Benefits and Wellness - Manage and coordinate corporate benefit programs including insurance (medical, dental, vision, life, and disability), retirement plans (member of 401k Advisory Committee), flexible spending accounts, health savings accounts, paid time off, and employee assistance program. Strive for continuous improvement in benefits, employee choice, and cost structures through design, administration, and compliance. Prepare recommendations and update leaders on benefit trends, challenges, and legislative changes.

5. Employee and Community Relations - Balance employee and management perspectives in execution of employee relations matters including dispute resolution, disciplinary procedures, performance evaluations and exit interviews. Promote corporate social responsibility by active membership in the Volunteer Activity Committee. Assist in coordinating all company sponsored events and activities.

6. Office Management/Administrative Duties - Ensure a quality professional working environment by managing the office environment, office equipment, and building maintenance. Process biweekly payroll and related functions. Provide clerical back-up and assistance as needed.

See additional information on our website: <http://www.mcclureeng.com/>