



JOB DESCRIPTION MANUAL VXI Global Solutions, Inc.

HUMAN RESOURCES

Effective Date: **June**
2010

Page/s: 1 of 2

HUMAN RESOURCE MANAGER

Department	Human Resources
Reports to	Vice President of Human Resources
Reporting Staff	<ul style="list-style-type: none"> • HR Generalist • HR Clerk • Receptionist • (Indirect reports: Facilities Assistant, Security, and Custodial Staff)
Summary	The Human Resources Manager directs and coordinates human resources activities, such as employee relations, compensation, benefits, and employee services by performing the outlined essential duties.
Scope of Responsibility	<ul style="list-style-type: none"> • Manages 3-5 HR Staff • HR, Compensation, Benefits,
Essential Duties	<ul style="list-style-type: none"> • Develops and maintains a human resources system that meets top management information needs. • Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, to other departments in the organization. • Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. • Analyzes wage and salary reports and data to determine competitive compensation plan • Writes and delivers presentations to upper management or government officials regarding human resources policies and practices. • Plans and conducts new employee orientation to foster positive attitude toward Company goals • Keeps records of benefits plans participation such as insurance, HR transactions such as performance reviews, and terminations and employee statistics for government reporting • Advises management in appropriate resolution of employee relations issues. • Responds to inquiries regarding policies, procedures, and programs. • Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization. • Investigates accidents and prepares reports for insurance carrier. • Represents Company in hearings to include EEO, American Arbitration,

Prepared by:

Victoria Rodriguez

Reviewed and Approved by:

Name
Title



JOB DESCRIPTION MANUAL VXI Global Solutions, Inc.

HUMAN RESOURCES

Effective Date: **June
2010**

Page/s: 2 of 2

HUMAN RESOURCES MANAGER

	<p>Unemployment and Workers Compensation.</p> <ul style="list-style-type: none"> • Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits. • Consults legal counsel to ensure that policies comply with federal and state law. • Assists Corporate Accounting in related accounting functions such as reconciling bank statements, petty cash, and floor contests • Responsible for Facilities Management for site in conjunction with Corporate Facilities Director • Assist in Benefits Administration vendor selection process • Other Duties As May Be Assigned by the Vice President of Human Resources
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • A Bachelor's degree in Business, Human Resources or equivalent is required. • 5-7 years experience managing a multi-cultural, multi-site HR organization; or, • Equivalent combination of education and experience. • Requires a minimum of 5 years of related human resources experience, with a successful record in managing a human resources department. Also must have recent hands-on HR experience working for a related type company • Computer skills; ability to create documents and reports using Microsoft Word, Excel & PowerPoint. • Must have experience working with an HRIS • Basic Accounting principle knowledge • Must have very good oral and written communication skills in English. • Ability to work independently and achieve objectives without daily supervision • Must be flexible in a work schedule
Certificates, Licenses, Registrations	<ul style="list-style-type: none"> • Also a SPHR or PHR accreditation from the Human Resources Certification Institute is beneficial.

To apply send resume to careersoh@vxi.com