

Human Resources Manager Job Description

**Date Prepared: 8/2/2018**

**DEPARTMENT:** Human Resources  **LOCATION:** Brookings, SD 57006

**REPORTS TO:** CEO **Status:** Exempt

**Salary:** Negotiable, 2 weeks vacation plus 7 paid holidays.

**SUMMARY:** The Human Resources Manager will lead all human resources activities at all Den-Wil Entities. This is a new role at a rapidly growing real estate and hospitality company in Brookings, SD. Den-Wil currently employs 150 employees with plans to double over the next year. Areas of focus will include (but are not limited to): recruitment, retention, onboarding, compensation, payroll benefit administration, establishing various company policies/procedures, and managing an on-call labor pool.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist each department in finding and hiring qualified employees.
2. Implement and lead onboarding efforts for new employees.
3. Lead retention efforts, including researching and proposing a benefits program.
4. Establish an employee handbook and other procedures as necessary to promote employee engagement and productivity.
5. Facilitate resolution of workplace disputes.
6. Perform a compensation study and establish compensation practices.
7. Assist and support the executive team in rolling out new policies, procedures and corporate structure.
8. Recruit and manage an on-call labor pool for temporary and/or seasonal needs such as lawn care, snow removal, construction, housekeeping, and food service.
9. Represent the company in a very professional manner.

**QUALIFICATIONS/REQUIREMENTS**

1) Bachelor’s degree required. Formal study in HR, business, management or related field is preferred.

2) At least 3 years of HR work experience.

3) Excellent verbal and written communication skills.

4) Strong self-motivation and ability to work with minimum supervision.

5) Strong interpersonal, diplomacy, communication and listening skills.

6) Professional work attire.

7) Basic computer skills necessary (Microsoft Office Suite and Microsoft Outlook).

8) Ability to multi-task and perform tasks under pressure, despite interruptions.

9) Knowledge of applicable State and Federal laws.

**OTHER DUTIES**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Please apply by sending resume/cover letter to** [**daniel@den-wil.com**](mailto:daniel@den-wil.com)**.**