



Position: Human Resources Manager

Reports to: Chief Administrative Officer
Facilities/HR Director (during training period)

FLSA Status: Exempt

Employment Status: Full-time

Supervisory Requirements: No

SUMMARY

The Human Resources Manager (HRM) will report to the Chief Administrative Officer (CAO) and be responsible for executing all day-to-day operations of the HR department including benefits. The HRM will work closely with the finance department and other departments regarding HR/payroll issues. The HRM will also oversee some office administration duties.

DUTIES AND RESPONSIBILITIES

Position responsibilities include, but are not limited to the following duties, in addition to other duties as assigned.

Human Resources

- Oversee the recruitment, hiring, and onboarding process for new employees.
- Coordinate with the administrative and finance team to facilitate new hire paperwork.
- Provide employee counseling and conflict resolution to employees, supervisors, and managers.
- Responsible for managing staff benefits and enrichment including paid-time-off, professional development, and staff events.
- Manage budget for all HR expenses including salary budgeting and forecasting.
- Oversee the compliance of all human resource functions with appropriate federal, state, and local laws in conjunction with the company's Certified Professional Employer Organization (CPEO).
- Maintain relationships with HR/Payroll/Benefits vendors; CPEO, HRIS, 401k TPA, benefits broker, etc.
- Review policies & procedures for efficient implementation and compliance among all TAO employees.
- Administer effective processes for the recruitment of staff, formulation of compensation and salary ranges, performance appraisals & disciplinary matters, and securing employment files.
- Oversee employee insurance programs, office holidays, retirement plan, workers' compensation insurance, unemployment claims, etc.
- Maintain and ensure confidentiality protocols are implemented and observed.
- Process all HR expenses via accounts payable or AMEX.



Office Administration

- Maintain the calendars for Master, Rehearsal Hall, and Conference Room.
- Check company email accounts each morning and forward or handle them accordingly.
- Help maintain the House of Snacks to ensure it is clean, functional, and fully stocked.
- Assist CAO with employee events or other corporate events as needed.
- Order and maintain office supplies.

COMPETENCIES

- Ability to manage frequently changing priorities and activities as they relate to HR, payroll, and office administration.
- Excellent written and oral communication skills.
- Strong organizational and planning skills.
- Problem solving and analytical skills.
- Sound judgment in decision-making.
- Discreet, adaptable, self-starting, and team player.
- Attention to detail and accuracy.
- Ability to meet deadlines and manage multiple projects simultaneously and efficiently.
- Flexibility and strong aptitude for change and continual learning.

MINIMUM REQUIREMENTS

- Bachelor's degree required. Preferred field of study in human resources, business management, or related discipline. At least three (3) years of work experience in a human resources role required.
- Experience with non-profit organizations preferred.
- Willingness and desire to learn and implement new technologies.
- Basic knowledge of Microsoft Excel, Word, and PowerPoint required.
- Strong Adobe Acrobat knowledge.
- Ability to sit at a desk for up to and over eight hours per day.
- Must perform the functions of the position in a safe manner.
- Position requires evening and weekend obligations during the opera season.

SIGNATURES

This job description has been approved by all level of management:

Manager _____

HR _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

