**Human Resources Manager**

**Options for office location for this position are as follows:**

Saginaw, Okemos, Bloomfield Hills, Grand Rapids, Flint or Owosso

We are seeking an experienced HR Manager to join our Firm. The HR Manager will be responsible for overseeing all aspects of human resources practices and processes. This role requires an individual who is well-versed in employee relations, performance management, benefits, talent strategy, employment law, and HR best practices. This position is in-person with occasional remote work.

**Our Culture**

Andrews Hooper Pavlik (AHP) embraces a balance of family, profession, and community. We are a family friendly employer award recipient. While our firm is comprised of ten locations, we believe in a one-firm concept. Team members work together across the various locations to meet the needs of clients in a variety of industries.

**Responsibilities**

* Collaborates with the AHP management team to understand the firm’s goals and strategy related to staffing, recruitment, and retention.
* Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the firm’s HR compliance and strategy needs.
* Administers or oversees the administration of HR areas including, but not limited to, compensation, benefits, and leave; disciplinary matters, disputes, and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
* Manages the HR department and the daily workflow of the HR team. Responsible for the performance management and hiring of the employees within the department.
* Oversees the monitoring of recruitment and staffing needs for the firm and the development and execution of best practices for hiring and talent management. Oversees the recruitment, interview, and hiring and training processes.
* Coaches and guides management team members regarding the firm’s employee performance management system.
* Develops and maintains all position descriptions and firm policies and procedures.
* Monitors and ensures the firm’s compliance with federal, state, and local employment laws and regulations and recommended best practices; reviews and modifies policies and practices to maintain compliance.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to the Executive Committee.
* Consults with legal counsel as appropriate on employee relations and employment law matters.

**Requirements**

* Bachelor’s degree in human resources, public administration, psychology, or education.
* Minimum five years general experience in the human resources field. OR a master’s degree in HR management or related Personnel/Human Resources field AND any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
* If not located in the Saginaw area, regular travel to the firm’s Saginaw, MI office will be required.
* Occasional travel to all AHP office locations, along with other professional and community events as requested.