

HAMPTON JITNEY, INC.

Hampton Jitney is a luxury motorcoach company servicing passengers on the east end of Long Island and in NYC. We are seeking an HR Manager to handle all aspects of human resources in this growing company.

Job Summary:

The HR Manager oversees all aspects of human resources company wide and ensures employees are managed according to company standards, as well as according to state and federal regulations.

Duties/Responsibilities:

- Compensation: advise and provide analysis for management
- Benefits, Leave and Payroll Administration
- Oversee Recruiting
- Employee Relations – conduct investigations, advise managers on navigating difficult situations
- Manage all company training
- Exit interviews
- Values Program champion
- Reporting to governmental agencies: EEO-1, OSHA Log and other required reporting
- Workers Compensation – report and manage claims
- Manage J1 program – including housing, making sure students get social security numbers, bank accounts and initial set up of their housing
- Hiring (Child Performers) for our holiday show
- Manage Vacation/Sick accruals
- Uniform Inventory
- 401k Compliance Testing/Audit
- ACA Management (eligibility and reporting)
- Maintain Handbook keeping up with policy changes and legislative updates
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance

• Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least 4 years of progressive human resource generalist experience preferred
- PHR, SHRM-CP, SPHR a plus.

Please submit your resume to mbraverman@hamptonjitney.com for immediate consideration!!

Job Type: Full-time

Pay: \$80,000.00 - \$90,000.00 per year