

Job Title

Human Resources Manager

Job Description

Hartford Funding, Ltd. is looking for a Human Resources Manager to join our growing team and oversee all aspects of the department. This individual will be the point person for recruitment, payroll, employee relations and performance management. Our employees are our most important asset, and we will count on the HR Manager to help us maintain our happy and productive workplace, strengthen the culture, and continue to promote our growth.

Job Responsibilities

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing challenges, grievances, or other issues
- Manage the recruitment process from interviewing to on-boarding
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Foster a positive working environment
- Oversee and manage a performance review system that drives high performance
- Maintain payroll and benefits programs
- Ensure legal compliance throughout human resource management

Requirements & Skills

- Proven working experience in Human Resources of at least 3-5 years
- People oriented and results driven
- Knowledge of HR systems and databases (ADP/Workforce/Paychex/Rippling)
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR Best Practices
- Degree in Human Resources or related field

Send resumes to millustrato@hartfordfunding.com