

Human Resources Manager

Richner Communications is looking for a hands-on Human Resources professional to oversee all HR functions on a strategic and tactical level. Exciting opportunity to join a dynamic and expanding Garden City, Long Island multi-media/commercial printing operation.

Responsibilities:

- Talent acquisition: Source, screen, and interview potential candidates and manage new employee on-boarding
- **Payroll:** Process bi-weekly payroll through payroll vendor for population of 150 employees
- Benefits administration: Liaise with brokers, providers and facilitate enrollment and updating of coverage. Manage annual open enrollment and employee benefits review. Administration of 401(k) plan.
- Employee relations: Provide day- to-day support and problem resolution in regards to employee concerns, questions and policy issues.
- Performance management: Coach, counsel and recommend disciplinary actions
- Compliance: Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risk and ensuring regulatory compliance

Requirements:

- Bachelor's degree, preferably in business or HR, or equivalent experience
- Minimum 5 years HR generalist experience
- Knowledge of Federal, State & Local regulations governing employment
- Experience with payroll processing and Time & Attendance set-up
- Self-motivated, ability to prioritize and work well under pressure
- Customer-focused attitude, with high level of professionalism and discretion
- Excellent oral and written communication and quantitative skills
- Proficiency with Microsoft Office

Qualified candidates should submit a cover letter with salary requirements.

Job Type: Full-time. Flexible schedule considered.