



Calling all creatives, solvers, analysts, planners, doers and visionaries! East West Raleigh is looking to add a talented HR Manager to their team in Youngsville, NC. The Human Resources Manager is a champion for creating excellent employee experiences.

This role is responsible for all HR functions including but not limited to recruitment, onboarding, training, benefits education, employee relations, policy implementation, and employment law compliance. This Human Resources professional will partner with business leaders and provide strategic HR expertise in support of the business and employees.

Role & Responsibilities

1. Staffing: The HR Manager is responsible for recruiting and onboarding quality new hires
 - Educate managers on necessary processes and best practices related to hiring
 - Post jobs, source candidates and conduct interviews for available positions
 - Manage staffing agency relationships
 - Maintain a pool of quality candidates to fill talent pipeline
 - Complete pre-employment processes, new hire paperwork and onboarding
2. Employee Relations: This role will actively manage employee relations and lead employee engagement
 - Actively support the business leadership team
 - Field and resolve employee inquiries
 - Manage and resolves complex employee relations issues
 - Train and advise supervisors on best practice for employee relations
 - Act as a culture champion! Enthusiastically propagate the company's mission and core values.
3. Training: The HR Manager will facilitate supervisory and compliance training
 - Track and monitor employee participation and completion of training
 - Conduct impactful training related to HR topics such as benefit offerings, coaching and counseling
 - Partner with managers to identify training needs and coordinate cross training
4. Compliance: Maintain compliance with company policies and procedures along with federal, state and local laws and regulations
 - Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance
 - Appropriately manage leave, FMLA and ADA processes
 - Complete necessary regulatory reporting such as ACA
 - Continually review internal HR processes and procedures to ensure participation and compliance
5. HR Program Management: Ensure HR programs such as payroll, benefits and safety are administered properly
 - Educate employees on program offerings, assist with program enrollment and inquiries

Preferred Education, Skills and Experience

Bachelor's degree and 7-10 years HR generalist experience strongly preferred. HR certification (PHR, SPHR, SHRM-CP, SHRM-CP) preferred. Experience in manufacturing plant environment a plus.



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Physical Demands

While performing the duties of this job, the employee is regularly required to talk; hear; stand; walk and utilize technology such as computers. Ability to occasionally lift up to 20 pounds.