

New Job Opening at New West Technologies, LLC
Human Resources Manager – Heavily Recruiting Focused – 2012HRS001

New West Technologies is seeking a versatile individual to fill the position of a **Human Resources Manager** to manage the Human Resources (HR) function with a strong focus on recruiting, onboarding, and staffing. In addition to working in a complex and diverse team environment, a successful candidate will incorporate the following:

Educational Qualifications:

- Degree(s) in Human Resources, Business Administration, Organization Development, or other related field highly preferred.
- Equivalent years of experiences may be considered in lieu of a degree.
- PHR/SPHR certification strongly preferred.

Professional Qualifications:

- Minimum 10+ years of progressive HR experience with a track record of success required.
- Previous supervisory/managerial experience required.
- HR management in a federal contracting, engineering or technical services business preferred.
- Intermediate knowledge of Microsoft Office Programs.
- Ability to multi-task and respond to quick turn-around requests.
- Highly organized and detail oriented.
- Must be able to work independently.
- Ability to remain professional in stressful situations.
- Must possess exceptional communication and interpersonal skills.

Responsibilities:

Recruiting/Staffing

- Work with managers to ensure that recruiting efforts, the hiring process and the identification and promotion of candidates are executed and maintained to standard of excellence.
- Work with managers to understand and implement their staffing needs.
- Establish the company as a preferred employer among appropriate and diverse pools of potential employees.
- Cost-effectively obtain a reasonable number of strong qualified candidates for each open position.
- Assure diversity in applicant pools and non-discrimination in hiring practices.
- Screen all candidates to ensure they meet job requirements and conform to company policies and culture.
- Ensure the execution of an excellent new hire orientation program.
- Provide resources for managers to encourage behaviors that create and maintain quality staff.

Program Administration & Reporting

- Coordinate semi-annual performance evaluation process.
- Develop and implement a succession planning process.
- Work with management to develop and implement cohesive position description and related compensation system for all management and staff.
- Work with staff to assure appropriate compensation systems meet company and employee needs.

NWT is an EEO/AA employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability and sexual orientation. Women and underrepresented groups are encouraged to apply.

- Manage benefits administration and various benefits programs.
- Report recruitment activities, program administration status updates, employment policy issues, employee relations matters, etc. on a quarterly basis, or as requested, to management.

Policy

- Identify areas in which employment policies and procedures can be strengthened, and collaborate with managers to develop, recommend and implement improvements company-wide, including to the employee handbook, employment related documentation system and performance review process.
- Monitor employment related legal and regulatory changes, and advise management on relevant updates to policies and procedures.

Employee Relations

- Work with managers and HR staff in identifying and addressing employee relations issues to create and maintain a positive work environment, while consistently balancing the needs of the employee and the business.
- Collaborate with managers and HR staff in identifying morale problems, and offer ideas and suggestions in developing meaningful action plans to resolve/enhance the work environment.
- Manage HR staff in responding to employee questions on employment and compliance issues (*e.g.*, wage/hour, leaves, reasonable accommodations, harassment, management skills, etc.)
- Provide hands on guidance, leadership and assistance to managers during any adverse employment action.
- Work with corporate counsel on all legal employment related matters, and conduct employment related investigations as directed. Assist corporate counsel in coordinating any employment related proceedings (*e.g.*, Division of Labor Standards Enforcement hearings, Equal Employment Opportunity Commission responses, Immigration and Customs Enforcement, Unemployment Claims and Appeals, etc.).
- Communicate employment policies and procedures throughout the company with assistance from the General Counsel.

Management of HR Staff

- Oversees and mentors human resources staff: assignment and oversight of activities/deliverables, timesheet/expense authorization, identification of staff training needs, management of annual performance review and performance metrics, and development of and guidance towards staff career goals and objective achievements.
- Assure appropriate documentation of all employment related issues.

Special projects and other duties as assigned by senior management.

This position will be based in Landover, MD but may require travel to other office locations including Colorado. Interested candidates should forward a letter of interest, a current resume/CV, and your salary requirement by email to apply@nwttech.com.