

HR Manager – Rosen Group client, Vineland

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Operations/Recruiting

The Rosen Group

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The salary range is \$75k-\$95k.

Our client, a growing consulting firm based in Vineland, NJ, is seeking a highly motivated and experienced HR Manager to join our dynamic team. With a current staff of 25 dedicated employees, we are looking for a hands-on HR professional who can play a pivotal role in driving our company culture, ensuring compliance, and supporting our continued growth. This is a fantastic opportunity for someone who thrives in a fast-paced, small business environment and is eager to make a significant impact.

This is a hybrid role, 4 days on-site in Vineland, NJ. Ideal candidate will have experience in the professional services industry (no manufacturing).

About the Role:

The HR Manager will be responsible for all aspects of human resources, acting as a strategic partner to leadership and a trusted resource for all employees. This role requires a proactive and adaptable individual who can manage both the day-to-day HR operations and contribute to long-term HR strategy.

Key Responsibilities:

- **Policy Enforcement:** Implement and maintain HR policies and procedures, ensuring they are compliant with federal, state, and local regulations (e.g., New Jersey labor laws). Effectively communicate and enforce policies across the organization.
- **Compliance:** Stay up-to-date on all relevant employment laws and regulations (e.g., FLSA, FMLA, ADA, EEO, OSHA) and ensure the company's full compliance. Conduct internal audits as needed. Stay current on emerging HR trends and legislation by attending local SHRM meetings and conferences.
- **Benefits Administration:** Manage and administer all employee benefits programs, including health insurance, dental, vision, life insurance, and any other voluntary benefits. Assist employees with benefit inquiries and enrollment.
- **Payroll Processing:** Oversee and/or process payroll accurately and on time, ensuring compliance with all payroll tax regulations. ADP experience a plus!
- **Employee Relations:** Serve as the primary point of contact for employee inquiries, concerns, and grievances. Provide guidance and resolution in a fair and consistent manner, fostering a positive and productive work environment.
- **Performance Management:** Implement and manage the performance review process, including goal setting, performance appraisals, and performance improvement plans. Provide coaching and support to managers and employees.

- **Culture & Employee Engagement:** Work with senior leadership to develop and implement initiatives to enhance company culture, boost employee morale, and promote engagement. Organize company events, recognition programs, and internal communications.
- **Talent Acquisition Support:** Collaborate with hiring managers on recruitment efforts, including job description development, interviewing, and onboarding processes.
- **HR Record Keeping:** Maintain accurate and confidential HR records, both physical and digital, in compliance with legal requirements.
- **Training & Development:** Identify training needs and facilitate or coordinate training programs to enhance employee skills and development.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of progressive HR experience, with at least 2 years in a management or sole HR generalist role, preferably within a small to medium-sized business.
- Proven experience with HR policies, compliance, benefits administration, payroll, and employee relations.
- Strong understanding of New Jersey and federal employment laws and regulations.
- Excellent communication (written and verbal), interpersonal, and active listening skills.
- Demonstrated ability to build strong relationships and trust with employees at all levels.
- Highly organized with strong attention to detail and accuracy.
- Proficient in payroll software, ADP preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle sensitive and confidential information with discretion and professionalism.
- Proactive, self-motivated, and able to work independently with minimal supervision.
- A strong commitment to fostering a positive and inclusive work environment.

If interested, please submit the following information:

1. Updated resume
2. Why you are looking for a new role, or if in transition, why.
3. Provide a short blurb on your experience in the areas listed above.
4. Confirm you have experience working in the professional services industry.
5. Provide company sizes (total employees) you have worked with.
6. Confirm you can work 4 days on-site in Vineland, NJ.
7. Provide your salary requirements.