



CORRECTED JOB ANNOUNCEMENT

TO APPLY FOR THIS POSITION, EMAIL A COVER LETTER AND RESUME TO: INFO@HEALTHYSTARTHHP.ORG
MINIMUM 2-YEAR COLLEGE DEGREE OR SHRM CREDENTIALS REQUIRED PRIOR TO HIRE

JOB TITLE: Office & Human Resource Manager

SALARY RANGE: \$43,680 Annually + Benefits

REPORTS TO: Executive Director

EMPLOYMENT TYPE: Full-time

Job Goal: To ensure efficient and effective operations of the Coalition, through overall management of daily operations and human resource management.

Office Management / IT Responsibilities

- Responsible for the smooth, efficient and safe operation of a professional office atmosphere.
- Develop office policies and procedures and ensure they are implemented properly.
- Working knowledge and efficient use of all available office equipment such as computers, fax, copy machine, and postage machine, etc.
- Supervise Program / Human Resources Assistant; responsible for answering phones in their absence.
- In conjunction with the Program / HR Assistant, work with the technical support consultant to ensure staff computers, internet and all areas of IT are working efficiently.
- With assistance from the Program / HR Assistant, oversee the purchase of supplies for the office
- Work with vendors as needed to negotiate contracts for such things as: copy and postage machines, safety and fire alarms, office equipment, etc. with final contract approval from the Executive Director.
- Work with contracted maintenance and cleaning staff as well as Coalition staff to ensure facility is maintained clean and safe.

Human Resource / IT Duties and Responsibilities

- Responsible for the daily management of human resources activities, primarily managing the administration of company programs, policies and procedures. Manage human resource processes for hiring and other related areas including new employee orientation (to include regular and contracted employees)
- Maintain oversight of all HR policies and staff member compliance of required forms.
- Handle all aspects of worker's comp (claims, paperwork, etc.)
- Issue annual contract training information for staff to complete and provide on-going up-to-date training as needed.
- Ensure job descriptions are up-to-date and compliant with all local, state and federal regulations.
- Reviews periodically the compensation salary schedule based on non-profit market research and makes recommendations.
- Investigate employee issues and conflicts and brings to resolution.
- Reviews and recommends policy and procedure update in compliance with federal and state employment regulations.

Other Duties

- Oversee the set-up of meetings and trainings, such as preparing agendas, meeting packets, ordering food and organizing meetings.
- Maintain and update Coalition membership and corresponding database.
- All other assigned duties

Education / Training

- Minimum 2-year college degree or SHRM credentials required with experience in Office and Human Resource management, preferably with a non-profit.

Qualifications

- Experience with office management, human resources, risk management, facilities management and purchasing preferred.
- Knowledge of Microsoft Office (Word, Excel, Power Point, and Outlook)
- Ability to travel to Hardee, Highlands & Polk Counties on a limited basis.

Other

- Proven team player
- Effective verbal and written communications skills
- Ability to become versed on state and federal contract requirements
- Ability to effectively organize work activities and complete tasks in a timely manner
- Must have valid driver's license, safe driving record, have reliable transportation and maintain own car insurance.
- Candidate will pass a level 2 AHCA background screening and drug test. Report results may impact ability to be employed.
- Position is located in Bartow, FL