



Human Resources Manager

Company Background

www.syntechresearch.com

Job Purpose

The Human Resources Manager (HR) reports directly to the CEO and Directors and is responsible for providing HR services and support, further designing and implementing HR strategies, policies and programs that will enable SynTech to achieve its mission and vision.

Job Responsibilities

1. Provides leadership and guidance for staffing, HR policies, procedures, and programs.
2. Specifically plans, organizes, and controls all activities related to staffing and continuous improvement of HR processes and programs.
3. Ensures the company is compliant with State and Federal law regulation affecting HR functions, policies and procedures.
4. Sources, recruits, interviews, and selects exempt and non-exempt employees to fill vacant positions and oversees the performance and salary review process for all staff.
5. Builds and maintains effective working relationships with leadership team (CEO, directors and managers) to advise them on employee- related and organizational matters.

6. Ensures consistency in execution of HR policies, programs and procedures and communicates issues to the managers and participates in policy/procedure review and implementation where appropriate.
7. Responsible for all issues pertaining to workers compensation including claims administration.
8. Ensures complete and orderly personnel files and other HR records are always maintained in compliance with legal and industry standards. Assures the confidentiality of all personnel files and documentation.
9. Coordinates and manages all training programs and works with management to implement programs according to staff needs for improvement and to enhance their competencies related to job responsibility and performance.
10. Administers performance review program to ensure uniformity, consistency, compliance, and equity within the organization, including salary-scale based upon position. Ensures that all wage, salary and benefits programs are current, legally compliant, administered consistently and meet organizational needs and labor laws.
11. Participates in development of department budget, goals, objectives and systems.
12. Demonstrates and leads with a corporate **“CAN DO”** culture that delivers SynTech’s mission to provide expert services; delivering competitive advantage to customers and strives to maintain a positive work environment.

Requirement and Skills

- This position requires BA/BS with 10 years in HR, business administration or related field with minimum of 5-years experience in operations & HR management.
- MA and PHR/SPHR strongly desired.
- Excellent people skills, with experience collaborating in a

multi-disciplinary, diverse, and dynamic team with excellent verbal and written communication skills. Knowledge of current human resources principles and practices, including Federal and State labor laws and regulations pertaining to wage, hours, benefits, EEO, ADA and workers compensation.

- Proficiency in the use of Microsoft Excel, Word and PowerPoint.
- Speak fluent English and knowledge of Spanish is desirable.

Available: April, 2013

Compensation: This is a full-time position. The compensation will be based upon qualifications and experience. SynTech offers a comprehensive benefits package to include: medical, dental and vision coverage for employees and family members, as well as a 401K/retirement program.

Location: Stilwell, Kansas

To Apply: Email resume to:
tmulliken@syntechresearch.com