



Habitat for Humanity of Greater Memphis
is currently seeking a **Human Resources/Organization Planning Manager**

The Human Resources/Organizational Planning Manager will be responsible for all organizational planning, development, and administration as well as all human resource administration. The HR/OP Manager will ensure that the organization is compliant with all Federal, state, and local employment laws and regulations. The HR/OP Manager will also provide counsel and recommendations regarding employee relations issues and provide ongoing manager training in HR related topics. The HR/OP Manager will be responsible for organizational planning and development activities such as job descriptions, job grading, performance reviews, salary administration, and organization policy and procedures.

Reports to: CFO
FLSA Status: Exempt
Department: Administration

DUTIES & RESPONSIBILITIES

Organizational Planning Responsibilities

- Develop and maintain an organization chart
- Research, develop and maintain a job grading process/chart
- Update and maintain the organization's Employee Handbook as necessary
- Develop, organize, and maintain a staff development program through such vehicles as employee training opportunities, retreats and reviews.
- Develop and administer an employee evaluation program
- Perform salary administration analysis to ensure competitive wage structure
- Develop, maintain, and update all job descriptions
- Develops and implements procedural changes in accordance with strategic plans and affiliate goals
- Coordinates requirements across departments to obtain optimum utilization of human resources

Human Resources Responsibilities

- Research, recommend and administer employee benefits programs to include healthcare, FSA program and qualified retirement plan (401k) with applicable 3rd party providers.
- Perform payroll administration and submit all payroll information to payroll 3rd party provider
- Administer the short term disability program with the 3rd party provider.
- Prepare and publicize all job postings.
- Maintain applicant tracking system for job postings and perform initial screenings and Interviews of job candidates. Conduct appropriate pre-employment screenings (background checks, credit reports, etc). Assist hiring managers in selection process.
- Conduct new hire orientations
- Create and maintain employee personnel files.
- Maintain proficiency in HR related matters by attending regular training in Human Resource Law and Management.
- Counsels staff management on employee performance and Performance Improvement Plan issues
- Manages all employee relations issues, including PIP and terminations
- Perform other duties as directed.

QUALIFICATIONS/WORK EXPERIENCE

- Degree in HR or Management or equivalent experience required. SHRM certification preferred.
- 3-5 years directly related experience required
- Must be PC literate and have working knowledge of MS OFFICE applications.
- High degree of integrity and discretion. Confidentiality a must.
- Possesses excellent organizational skills
- Proven ability to read, analyze and interpret employment regulations to ensure compliance
- Nonprofit and/or Habitat for Humanity experience a plus
- Reliable transportation
- Must pass credit/drug screening
- Must work well with others in a rapidly evolving organization

SALARY: \$50,000 minimum

TO APPLY: Email cover letter and resume applicant@memphishabitat.com with "Human Resources/Organizational Planning Manager" in the subject line by **Friday, July 31, 2015. NO PHONE CALLS PLEASE.**



Habitat for Humanity is pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. Habitat for Humanity is an equal opportunity employer