

FFWPU USA: HSA-UWC is seeking a Human Resources Manager

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Job Title: Human Resources Manager

Job Summary: The Human Resources Manager plays a critical role in creating a happy and healthy work setting. HSA-UWC's headquarters' operation is now remote, and you can play a role in updating policies and practices to fit that model. In addition, as each subregion creates its own model, the HQ HR office offers training and advice to support good hiring and employment practices in the field.

Previous management experience is required. This can include hiring and supervisory experience, prioritizing tasks, policy research and recommendations. Also required- excellent communication skills with the ability to connect in a multi-generational, multi-lingual setting.

Benefits include health, dental and life insurance plus a retirement plan with match.

Reports To: Human Resources Director

Job Location: Remote or Hybrid (New York state office)

Job Type: Full-time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with HR Director on workforce issues and planning, giving attention to the field and development of HR strategy within the Subregions
- Administration of group health, dental and life insurance plans, 403(b) retirement plan, COBRA, PFL and FMLA plans; support with annual renewal of benefit plans
- Using excellent communication skills, and technology, establish and maintain effective working relationships with remote department managers and employees
- Responsible for records of personnel transactions such as hires, promotions, transfers, performance reviews and terminations

- Supervises job posting and recruitment efforts, interviewing and onboarding for FFWPU
- Consults with and advises managers on a wide variety of sensitive personnel issues (e.g. discipline, hiring, promotions, return to work, etc.)
- Recommends policies, procedures and /or actions for the purpose of providing direction for meeting organizational goals and objectives
- Assist with employee relations issues as they arise
- Trained as backup to Payroll Manager

ESSENTIAL QUALIFICATIONS AND SKILLS:

- BA / BS degree
- 2-5 years progressive HR experience preferred
- Experienced networker
- Skilled in written and verbal communication
- Knowledge of pertinent Federal and State codes, policies, regulations and/or basic employment law
- Able to seek and recognize opportunity; creative problem solving
- Excellent interpersonal, communication and conflict mediation skills

VALUED, BUT NOT REQUIRED SKILLS:

- Master's degree in Human Resources or related field
- PHR / SPHR, or SHRM-SCP Certification
- Payroll processing experience
- Prior work experience with a non-profit
- Experience in public speaking or training experience

TO APPLY

Complete the [online application form](#) and send your resume to hr@unification.org. Apply by mid-August.

If you have questions or would like to learn more about the job contact Susan Bouachri.