

# StackUnited

## HR Manager

**Department:** Compliance

**Location:** Remote

**Job Type:** Full time

**Salary:** Negotiable based upon experience

Plus; Competitive benefits plan including healthcare, vision, dental and 401K plan with corporate matching in the USA.

### Company Overview

StackUnited is a full-service technology and design company specializing in web development, digital content storage, distribution and streaming. We are presently contracted as the development team for a rapidly growing platform in the exciting, fast paced, multi-billion-dollar adult technology industry, the StackUnited team is composed of open minded, ethical, passionate people committed to expanding the utilization of applicable technologies today, and in the future to propel the needs of business and consumers alike.

We firmly believe our success stems from the desire to empower our teammates to believe anything is possible and deliver exceptional results. As Steve Jobs once said, "...while some may see them as the crazy ones, we see genius, because the ones who are crazy enough to think that they can change the world, are the ones who do." If you are ready to join a life changing team, we are ready to hear from you!

### Position Summary

We are looking for a skilled HR Manager who will recruit, support and develop talent through developing policies and managing procedures. You will be responsible for administrative tasks and you'll contribute to making our company a better place to work. We expect you to have knowledge of various HR functions. We want to see a committed and approachable individual and be impressed with your character and skills. The goal will be to provide excellent assistance and support to our employees, managers and directors.

We are seeking experienced persons who want to advance their skill set, have a strong work ethic, perform well in a fast-paced environment, are able to multitask, and work in harmony with others.

### Responsibilities

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices
- Maintain the work structure by updating job requirements and job descriptions for all positions

- Support organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes
- Prepare employees for assignments by establishing and conducting orientation and training programs
- Manage the pay rate plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors
- Consult with management to design an attractive employment and incentive plan to attract top quality employees
- Implement employee incentive/benefits programs and inform employees of incentives/benefits by studying and assessing needs and trends; recommending programs to management; directing the processing of claims; obtaining and evaluating contract bids; awarding contracts; and designing and conducting educational programs on incentive/benefit programs
- Ensures legal compliance by monitoring and implementing applicable human resource requirements, conducting investigations, maintaining records, and representing the organization at hearings
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results
- Contributes to team effort by accomplishing related results as needed

## **Requirements**

- Bachelor's degree in Human Resources
- 5+ years of experience in Human Resources
- 2+ years of experience in a manager role
- Relevant certification(s) preferred
- Excellent work ethic
- Detail oriented, analytical and inquisitive
- Able to work well under pressure
- Excellent problem solving and critical thinking skills
- Ability to work independently and with others
- Natural team leader
- Ability to motivate others

- A caring heart and general desire to improve the lives of others