

Human Resources Manager

FLSA Status: Exempt

Department: Human Resources

Reports to: Office Administrator for Dallas, Fort Worth, and Texarkana office

POSITION SUMMARY

The Human Resources Manager is a leadership position responsible for the management of business functions and the overall day-to-day operation of the Dallas, Fort Worth, and Texarkana office. The position has direct responsibility for professional staff supervision, policy and procedure administration to achieve business objectives, facilities management, dispute resolution, strategic support to Office Administrator, attorney practice support, and overseeing the office human resources function.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific duties of this position include, but are not limited to:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Evaluate support staff's performance; provide counseling to those that do not meet firm standards and discuss improvement methods.
- Recommend and manages staffing levels; ensures proper attorney support is provided based on attorney needs and staff skill levels.
- Handles discipline and termination of employees in accordance with company policy.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manages secretarial, reception desk and word processing coverage. Coordinates temp staffing, as needed.
- Maintains and revises standard letters for offers, rejections, and all outside employment inquiries.
- Develops and maintains relationships with employment agencies and other recruitment sources.
- Ensures FMLA forms and procedures are accurately followed.
- Processes all requests for notary applications and renewals firm wide.
- Tracks non-exempt staff attendance and approves all department timecards.
- Assists with event planning of various motivation events throughout the year for Dallas, Fort Worth and Texarkana.
- Administer, communicate, and ensure compliance with HR policies and procedures.
- Oversee incoming and departing staff processes to include on-boarding and integration.



KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Bachelor's Degree in Business Administration, Accounting, Finance, Human Resources or related field required.
- Minimum of five (5) years of related business management experience including direct supervision of staff required.
- Prior professional services or law firm experience preferred.
- Excellent problem solving, interpersonal, and communication skills.
- Strong understanding of accounting and financial principles.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, and leadership.

