

HR Manager

Position Type: Full Time

Department: Human Resources

Reports To: Office Administrator

POSITION SUMMARY

The HR Manager is a leadership position responsible for the management of business functions and the overall day-to-day operation of the Dallas 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

- Provides support to Office Administrator in all administrative matters
- Ensures all new hire and termination processes are complete
- Conducts orientation and coordinates training as needed
- Handles annual evaluation process in entirety in collaboration with the Office Administrator
- Maintains office documents uploaded to JWConnect city page
- Updates phone list and office maps on a monthly basis
- Tracks non-exempt staff attendance and approves all department timecards as back-up to the HR Coordinator
- Manages secretarial, reception desk and DSS group
- Assists with event planning which includes Thanksgiving luncheons, holiday parties, staff appreciate week, retirement parties and various events throughout the year
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files
- Processes Leave of Absence requests
- Collaborates to create an HR newsletter to be distributed to the firm quarterly
- Seeks to continue to improve efficacy and generate new ideas
- Performs other related duties as assigned

REQUIRED SKILLS & ABILITIES

- SHRM certification
- Ability to create and type own correspondence
- Knowledge of firm policies and procedures
- Must work well under pressure, be a problem-solver and a team player



- Ability to work independently
- Multi-task oriented, resourceful and creative
- Strong customer service attitude required
- Ability to organize and prioritize numerous tasks and complete them under time constraints
- Interpersonal skills necessary to communicate in person, by e-mail and telephone to provide information with courtesy and tact
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Proficient with Microsoft Office Suite or related software

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

