

Company Name

Street Address
Your City, ST ZIP

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YOUR PLACE IN THE COMPANY: **Human Resources Manager**

YOUR LEADER: VP-Administration

WHO YOU LEAD, TEACH AND SUPPORT: None

HOW YOU HELP THE COMPANY SUCCEED: Provide support related to staffing, employee relations, benefits and compensation.

MAIN RESULTS EXPECTED FROM YOU:

- Assist by establishing, maintaining and continually improving programs to assure favorable employee relations.

MAIN WORK YOU DO:

- Evaluate recruitment sources based on cost-per-hired-employee.
- Evaluate job candidates based on appropriate skill level, experience, training and education for the position for which they are being considered.
- Ensure that the company's benefits program will be competitive with those of other companies in the industry and/or those of comparable size and resources.
- Reject no job candidate for reasons that are not quantifiable.
- Keep current on applicable federal, state and local laws and regulations regarding human resources management.
- Attend at least one in-depth human resources management training session per year.
- Do not, under any circumstances, consciously or purposely violate any federal, state or local law or regulation regarding the management of human resources.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.