

The Suttie Group

Passionate about people, partnerships and performance

Human Resources Manager

The Suttie Group is pleased to be working with a well-funded miner with an opportunity for a Human Resources Manager who will develop, guide, and manage the overall function of Human Resources services, policies, and programs for the company. Reporting to the VP / GM Nevada Operations you will work closely with the Corporate HR team to help ensure consistency across sites. The successful candidate will provide talent management expertise and participate as a member of the leadership team. This candidate will also champion the organization's HR policies and systems.

Responsibilities

- Foster positive employee relations
- Serve as advisor and coach to managers, supervisors, employees and other HR leaders.
- Assess needs of organization and leaders and determine what type of training and/or coaching needs to be facilitated to make leaders more effective and get better results from work teams.
- Be matter expert on benefits and compensation.
- Manage division staffing process; work with corporate talent management to facilitate timely salary recruiting and lead the hourly recruiting process.
- Make recommendations on talent selection.
- Coordinate annual talent management reviews, succession planning and career maps.
- Direct division performance management.
- Provide GPM training and coaching as needed.
- Ensure compliance with HR policies on discipline and Performance Improvement Plans.
- Work with leaders, managers, and supervisors to resolve performance issues.
- Provide employee focus and advocacy
- Participate in recognizing and rewarding employees such as; employee milestones, service and safety awards and recognition for employee ideas, etc.
- Manage compliance, regulatory, and governance.
- Serve as Employment law (EEO, ADA, FMLA, etc.) subject matter expert.
- Other duties and responsibilities as directed including regulatory compliance, audits, and investigations.

Requirements

- Bachelor's degree in Human Resources, Business, Organizational Behavior or equivalent experience with four-year degree.
- 3-10 years progressive human resource (including 2+ years of supervisory) experience
- Knowledge of state and federal employment laws and regulations and employment laws (e.g. EEO, ADA, FMLA, FLSA, OSHA) Advanced skills
- Proficient with HR data management requirements

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- PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred
- Communication - ability to accurately receive and disperse information to a wide range of stakeholders; Interact with others in a way that gives them confidence in your intentions and those of the organization.
- Demonstrated decision making skills; Able to identify and understand issues, problems, and opportunities; develop appropriate solutions; take action consistent with available facts, constraints, and probable consequences.
- Microsoft Office Suite skills

This position offers a rural lifestyle, competitive compensation and benefits. If the above describes you and you enjoy a challenge, please submit your resume in MS Word format to Elizabeth via the www.suttiegroup.com website.

Your confidentiality is assured and we look forward to representing you!