



JOB DESCRIPTION

Human Resources Manager

Position Title

Human Resources Manager

The purpose of this position is to provide comprehensive operational support to the HR department, helping to coordinate the numerous PADF's HR activities in benefits administration, recruitment, HR compliance, performance evaluation and employee relations.

Grade

Location

Washington, D.C. Full-time position with benefits.

Supervision

Reports to and performance evaluated by the Sr. Operations Director

Education Required

A bachelors degree in HR or business, along with 5-8 years of related experience. Ideally looking for a person with strong US HR Generalist experience, as well as significant international exposure. Strong business acumen and strong judgment required.

Language Proficiency Required

Fluency in English required and in Spanish preferred, with strong oral and writing skills in English.

Work Skills Required

General knowledge of the principles and practices of HR administration; ability to communicate effectively with a diverse group of employees and outside contacts at all levels and handle multiple tasks simultaneously; possesses strong work ethic, and ability to work independently and as part of a team and ability to generate trust and confidence. Knowledge of US labor laws and familiarity with international labor law and expatriate and local national employment. Experience in an NGO setting, especially an international development organization (such as USAID) or related field, preferred.

Start Date

Position is available immediately.

Major Duties and Responsibilities

Recruitment

- Review the general employment email box , forwarding all appropriate emails to hiring managers and sending standardized replies to interested applicants
- Provide general recruitment support to hiring managers, including posting open positions, conducting telephone interviews, screening resumes, coordination of interviews, reference checking, researching new recruiting sources, conducting background checks and addressing general employment inquiries.
- Produce offer letters for US and international hires
- Create standardized employment packages
- Track the advertising costs of recruitment ads

- Process all new hire paperwork

Benefits

- Conduct and schedule new employee orientation
- Manage all company sponsored benefit plans to include health and welfare benefits, retirement plans, COBRA, short and long-term disability, workers' compensation and unemployment and medical evacuation coverage for both domestic and international employees.
- Coordinate open enrollment for all plans.

Compliance

- Create standardized company, benefits and immigration folders for all employees of PADF, filing these folders and maintaining/updating them as necessary.
- Maintenance of applicant flow logs
- Management of all immigration documents (I-9, public access files) ensuring that all employees are work authorized
- Ensure documentation of all payroll transactions are on file
- Filing of all necessary reports to keep all benefit plans in compliance

Other HR Initiatives

- Oversee annual performance evaluation process
- Work with staff at all levels to manage employee issues related to performance, grievance, or policy concerns

EOE/M/F/D/V