

**The Human Resources Manager** is responsible for employment policies and procedures, as well as overseeing payroll and staff behavior. Along with administering employee-benefit programs, the HR Manager role involves finding, screening, recruiting new job applicants and implementing systems for managing staff benefits.

#### Human Resources Manager Duties and Responsibilities

The Human Resources Managers sets the tone for the entire human resources department. From employee relations to payroll to compliance issues, the HR Manager helps ensure that the organization runs smoothly. Duties and responsibilities include:

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Assure compliance with training materials and performance management programs to help ensure employees understand their job responsibilities
- Investigate employee issues and conflicts and bring them to a resolution
- Ensure the organization's compliance with local, state and federal regulations

**The ideal candidate will need a combination of education and several years of related work experience. Candidates with a relevant bachelor's degree or MS/MBA degrees are encouraged to apply.**

A successful HR Manager candidate will have various prerequisite skills and qualifications including:

- 5+ years' experience in Human Resources
- Excellent communication skills, including the ability to listen and effectively verbalize ideas
- Strong leadership skills to guide the HR team and support and motivate staff
- A solid understanding of the key principles of employment law
- Knowledge of the relevant computer systems and software programs
- Solid ethics and morals and sound judgment
- The ability to remain calm in stressful situations including during disciplinary hearings or staff conflicts

For immediate consideration, please email your resume to: [work@hudsondermatology.com](mailto:work@hudsondermatology.com)