



## Human Resource Manager

Logic of English is looking for a full-time Human Resource Manager to join our highly collaborative and growing remote and hybrid team. The Human Resource Manager will lead and direct the Human Resource functions of the company including interviewing and hiring staff, administering pay and benefits, managing paid time off, and enforcing company policies and practices. This is a remote work position that will require occasional travel to Rochester, MN to interview new employees and support annual or quarterly team building events.

### Job Description

#### Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Demonstrated ability of acting with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Ability to quickly learn the organization HR and payroll management systems.

#### Administrative Responsibilities:

- Recruit, screen and interview new staff for Logic of English.
- Successfully lead and manage the HR functions of a remote-based team.
- Support the Executive Team in providing constructive performance reviews.
- Support the Executive Team in developing a culture that reflects the company values in the context of a remote hybrid team.
- Support the Executive Team in developing written Handbooks and SOPs to facilitate onboarding and training of new staff as well as the standardization of processes across a growing company.

#### General Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.





### *General Responsibilities Continued*

- Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants; collaborates with team leads to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Plan and lead company wide and team specific events to promote team building both online and at a regular rotation in person.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Oversees employee disciplinary meetings and terminations.
- Performs other duties as assigned.

### **Requirements**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three to five years of human resource management experience.
- Experience with Gallup CliftonStrengths assessments and tools preferred.
- SHRM-CP or SHRM-SCP highly desired.

### **Benefits Package**

- Paid time off (PTO)
- Annual paid volunteer time (VTO)
- Eight paid company holidays
- SIMPLE IRA Retirement Plan with employer matching program
- Professional education reimbursement
- Company-provided iPhone and MacBook
- Culture that embraces a healthy work-life balance

