



<https://tobolainc.com/job/human-resources-manager/>

## Human Resources Manager

### Description

As Human Resources Manager the primary job responsibility, is to ensure that the overall administration, coordination, and evaluation of human resources plans and programs are realized. The HR Manager is responsible for employment policies and procedures, overseeing payroll and rewards and recognition programs as well as managing workplace safety initiatives. Along with administering employee-benefit programs, the HR Manager role involves finding, screening, recruiting new job applicants and developing training and development programs for all employees.

### Responsibilities

#### Essential Job Responsibilities

- Developing and administering human resources plans and procedures that relate to company personnel
- Planning, organizing, and controlling the activities and actions of the HR department
- Contributing to the development of HR department goals, objectives, and systems

These responsibilities involve achieving the following tasks:

- Implementing and revising a company's compensation program
- Creating and revising job descriptions
- Conducting annual salary surveys
- Developing, analyzing, and updating the company's salary budget
- Developing, analyzing and updating the company's evaluation program
- Developing, revising, and recommending personnel policies and procedures
- Maintaining and revising the company's handbook on policies and procedures
- Performing benefits administration
- Maintaining affirmative action programs
- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures

### Qualifications

#### Education and Experience

- Master of Arts/Master of Science in Human Resource Management (Preferred)
- Bachelor of Science/Bachelor of Arts in Human Resource Management or
- Bachelor of Science/Bachelor of Arts in Management with a concentration in

### Hiring organization

Tobola Health Care Services Inc.

### Employment Type

Full-time

### Industry

Health and Human services

### Job Location

Dover, Delaware

### Working Hours

8:30Am – 5PM

### Date posted

March 9, 2021

HR or

- Bachelor of Business Administration (BBA) with a concentration in one of the following:
  - Human resources
  - Organizational behavior
  - Management and leadership
  - Industrial relations
  
- 5 years working in human resources, preferably in a health care institution

**Job Benefits**

Company Paid Medical Insurance

Dental Insurance

Vision Insurance

Paid Time off

Paid Holidays

**Contacts**

Humanresources@tobolainc.com