

Human Resources Manager

Triangle Family Services (TFS) seeks a Human Resources Manager to direct and administer all agency HR functions such as recruitment and hiring; pay and benefits administration; and policy and procedure enforcement. The ideal candidate will thrive in a fast-paced, team-oriented work environment with the ability to operate independently to achieve results. TFS is a well-established, small to medium-sized nonprofit that administers a complex array of human services, primarily in Wake County; this position will interface with all areas of the agency.

Job duties include but are not limited to:

- manage the talent acquisition process, partnering with agency supervisors to recruit, hire and onboard new staff, interns and volunteers;
- administer agency's portfolio of employee benefits, and process biweekly payroll;
- maintain, update and enforce personnel policies and procedures;
- serve as first point of contact and assistance for employees' HR questions, concerns and complaints, escalating issues as appropriate/necessary;
- manage the employee disciplinary process, partnering with agency supervisors on related meetings, terminations and investigations;
- coordinate staff-wide meetings and training/staff development program plans and records;
- maintain complete and organized employee and employment records in compliance with applicable laws and guidelines;
- oversee the agency's safety and security plan, to include participation in the Risk Management committee;
- serve as lead/coordinator for the Personnel and Employee Relations committees and their activities; and
- work closely with COO on special cyclical projects, such as Council on Accreditation preparation activities.

This position will interact with a variety of stakeholders and will have access to confidential information and files; integrity and professionalism are of utmost importance. For the successful execution of job duties, this employee should have a thorough knowledge of employment-related laws, regulations and best practices; have a tactful/diplomatic communication style; and be proficient with Microsoft Office Suite or related software. A degree or certification in HR is preferred; IT and/or facilities management expertise is a plus.

For the successful execution of job duties, the ideal candidate will:

- have a thorough knowledge of employment-related laws, regulations and best practices;
- have a tactful/diplomatic communication style; and

- be proficient with Microsoft Office Suite or related software.
- A degree or certification in HR is preferred;
- IT and/or facilities management expertise is a plus.

This position will interact with a variety of stakeholders and will have access to confidential information and files; integrity and professionalism are of utmost importance.

Starting salary range: \$50-52,000 with a full benefits package.

TFS is a family-friendly workplace that offers flexible scheduling options and remote work arrangements during COVID-19. This position will function in a fast-paced environment that requires both independence and collaboration; **TFS identifies teamwork as one of our core workplace values**. Most TFS employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge and reach. We take our commitment to our clients and our donors very seriously: we work hard. We also, however, find joy, hope and fun in our daily work activities and collegial interactions.

If this sounds like the right fit for your personality, skill set and professional pursuits, then we look forward to hearing from you! Please note that TFS reserves the right to modify titles, scopes of work and salaries included in offers of employment in alignment with the skills and strengths of applicant finalists.