

Date: June 2022

POSITION: Manager of Human Resources, People and Culture

THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING ATTRIBUTES

- Self-starter with leadership qualities
- Strong analytical and problem-solving skills
- Excellent organizational skills and attention to detail
- Deep knowledge in human resource management, employment law and payroll tax regulations
- Ability to plan, organize and present training activities to diverse employee groups
- Other characteristics:
 - Excellent time management skills with a proven ability to meet deadlines
 - Excellent verbal and writing communication skills
 - Sound judgment; ability to multi-task; decision maker

DUTIES AND RESPONSIBILITIES: The Manager of Human Resources, Payroll & Compliance is responsible for:

- Company “expert” on all matters concerning Human Resource and Employee Benefits Management and Payroll Administration
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- Add clarity for professional advancement pathways re job descriptions, compensation benchmarking, career ladder, and necessary credentials/experience
- Processing semi-monthly payroll, creating and utilizing detailed Excel reports from Sage ERP
- Maintenance and point of contact of all PTO for all employees
- Accuracy and quality of payroll administration and employee fringe benefits, including, but not limited to, setup/enrollment and maintenance of employees with all outside partners, monthly reconciliations with partner invoices, yearly evaluation and recommendation of these partner relationships, mediator for all employees on issues dealing with any of these partners
- Manage 401(k) program, including primary point of contact with provider, processing and maintaining records for semi-monthly 401(k) Plan contributions and reconciliation of yearly activity for accurate filing of Form 5500 and coordination of the annual audit
- Manage healthcare insurance program, including primary point of contact with providers, annual renewals and/or searches for alternative programs if appropriate
- Maintenance/upkeep of Company Employee Handbook and Policies
- Filing necessary compliance reports with both Federal and State related agencies such as OSHA, DISA (drug testing), US Census Bureau, EEOC, US Department of Homeland Security (E-Verify), etc....
- Lead the WHG Corporate Social Responsibility Team and participate in CLS Group Compliance Team
- Act as human resource business partner to the President, Senior Management Team, HSE Manager and parent company

SUPERVISION EXERCISED

No supervisory duties currently.

QUALIFICATIONS: Qualifications for this position are at least a Bachelor’s Degree in Human Resource Management or Business Administration. Five (5) or more years of work experience in Human Resources, Payroll Administration and/or Financial Administration is a real plus.



GENERAL INFORMATION:

- The position is a full time, salaried position.
- Normal working hours (40 hours/week) are scheduled during the office hours of 8:00 am. - 5:00 pm., Monday through Friday with flexibility to work remotely up to 2 days per week.
- Position may be called upon to work other than established hours to satisfy a particular job requirement, and for travel.
- The job may require local and national travel. Out of town travel is estimated at 5% of the Incumbent's workdays annually.
- The Woods Hole Group offers a full-time benefit package that includes a 401(K) program, health insurance benefits, teleworking opportunities, and competitive vacation/sick time policy.
- This position will likely be filled at our **Bourne, MA** or **Lanham, MD** office location; other offices exist in **Dover, DE** and **Richmond, TX**.

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

www.woodsholegroup.com

If this opportunity matches your experience and career visions,
please send resume outlining education, work experience and salary history to:

The Woods Hole Group, Inc.
107 Waterhouse Road
Bourne, MA 02532
E-mail: hrposition@whgrp.com

AN EQUAL OPPORTUNITY EMPLOYER