



## Job Posting

Since 1997, TechR2 has been the leader providing solutions for data security to our clients by providing risk assessment, auditing, decommissioning and secure transport services to ensure data protection. We are looking for a hardworking and energetic **Human Resources (HR) Manager** to join our face-paced growing business! This HR Manager is responsible for managing all human resources functions of the Company including recruiting, training and development of talent.

**Compensation and Benefits:** As a member of the TechR2 team, you will enjoy a \$60-70,000 salary with bonus potential and a competitive benefits package that includes medical, dental, vision insurance; AD&D insurance; 401K, paid time off, educational training reimbursement, and opportunities for advancement.

If you are a self-starter, like to have complete control of HR functions, are a great communicator, you will be a great fit for this **HR Manager** position. This position enables you to be strategic and hands-on and provide support to employees at all levels. If you possess a high level of confidentiality, professionalism, integrity, and industry knowledge and are willing to ensure the best practices across all scope of the role, we want you to join our team!

### Key Responsibilities of HR Manager:

- Work side by side with the leadership team to develop detailed business strategies and translate business needs into practical HR/people-oriented strategic and operational plans which ensure the attraction, recruitment, development, engagement and retention of talent.
- Work with the leadership to identify and hire diverse team members who cultivate our inclusive culture.
- Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Identify areas of improvement in the recruiting process and recommend changes as necessary.
- Collaborate with the leadership team during the recruitment process and find optimal recruiting channels for best candidates.
- Enhance, streamline, and revise the onboarding process and employee training.
- Manage the annual employee reviews.
- Assist with all employee-related issues that are elevated from the manager level.
- Oversee employee disciplinary meetings, investigations, and terminations.
- Administer exit interviews and make recommendations for continuous improvement.
- Maintain up-to-date employee files and performance documentation; regularly conduct audits to ensure compliance with applicable laws and regulations.
- Develop, implement, and administer employee relations programs that will contribute to a positive, progressive and inclusive work environment.
- Work with all members of management to maintain compliance with all federal, state, and local employment laws and regulations and company ISO processes and procedures.



- Complete and submit paperwork to external agencies (unemployment claims, workers compensation claims, government requests, verifications of employment, etc.)
- Provide support and guidance to management and 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 and investigating allegations of wrongdoing.
- Complete additional duties as required.

**Additional Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills to develop and maintain effective working relationships with all levels of employees.
- Demonstrated success in developing strategy, driving process improvement and effective partnering to lead critical business change.
- Excellent organizational, planning, and decision-making skills.
- Detail orientated and highly organized, able to adapt and shift course quickly.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Knowledge of coordinating international travel passports and staying current on Covid travel restrictions.

**Experience, Credentials and Education:**

We are looking for someone with at least five years of human resources management experience in a fast-paced high-tech space. A bachelor's degree in human resources, business administration, or related field. SHRM-CP/PHR certification highly desired but not required. Familiarity with ISO quality management standards a plus.

**Work Environment/Physical Requirements:**

This position works within an office environment. Minimal travel depending on business needs. Must be able to lift up to 15 pounds of boxes, files, office equipment, etc. at a time. Background check and drug screening will be required.

**PLEASE NOTE THAT WE ARE PARTNERING WITH GO-HR TO FILL THIS POSITION. Please send cover letter and resume to [info@GO-HR.biz](mailto:info@GO-HR.biz). Any inquiries to TechR2 will be directed to GO-HR.**

*TechR2 is an Equal Opportunity Employer and does not discriminate based on military or veteran status or any other legally protected classification. This job description is designed to be a good representation of the job requirements but is not a comprehensive listing of activities, duties or responsibilities required of the employee.*