

Human Resources Manager

Cunova Service USA is seeking an experienced, professional, and people-focused Human Resources Manager to lead and support all aspects of our human resources function. This full-time position is responsible for recruiting, employee relations, benefits administration, policy development, performance management, and ensuring compliance with federal, state, and local employment regulations. The Human Resources Manager will serve as a key partner to management and employees, helping foster a positive, productive, and compliant workplace environment.

Job Overview

- **Position:** Human Resources Manager
- **Location:** Titusville & Pleasantville, PA
- **Job Type:** Full-Time
- **Pay:** Competitive; depending on experience

Key Responsibilities

- **Recruitment & Staffing:** Manage the full-cycle hiring process including job postings, candidate screening, interviewing, onboarding, and employee orientation.
- **Employee Relations:** Serve as the primary resource for employee concerns, conflict resolution, disciplinary actions, and workplace investigations.
- **Policy & Compliance Management:** Develop, implement, and maintain HR policies and procedures while ensuring compliance with all applicable labor laws and regulations.
- **Benefits Administration:** Administer employee benefit programs including health insurance, retirement plans, leave programs, and workers' compensation.
- **Performance Management:** Coordinate employee evaluations, performance improvement plans, compensation reviews, and career development initiatives.
- **Training & Development:** Identify training needs and coordinate employee development programs to support workforce growth and organizational objectives.
- **Payroll & HR Records:** Support payroll functions and maintain accurate employee records, personnel files, and confidential HR documentation.

- **Leadership Support:** Provide guidance and recommendations to supervisors and management regarding employment decisions, policy interpretation, and organizational development.

Qualifications & Requirements

- **Experience:** Minimum of 5 years of progressive Human Resources experience, including employee relations, recruiting, and compliance management, is strongly preferred.
- **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field is preferred.
- **HR Knowledge:** Strong understanding of employment law, FMLA, FLSA, ADA, COBRA, workers' compensation, and HR best practices is required.
- **Computer Skills:** Proficiency in Microsoft Office applications, particularly Microsoft Excel, Word, and Outlook, is required. Experience with Paychex systems is preferred.
- **Communication:** Excellent verbal, written, and interpersonal communication skills with the ability to effectively interact at all levels of the organization.
- **Organization & Confidentiality:** Strong organizational skills with the ability to manage multiple priorities while handling sensitive and confidential information.
- **Problem Solving:** Demonstrated ability to resolve employee issues, conduct investigations, and make sound employment-related recommendations.
- **Leadership:** Self-motivated, professional, and capable of working independently while supporting leadership and organizational goals.

Benefits

- Health, dental, and vision insurance
- 401(k) with company matching
- Quarterly Profit-Sharing Bonus
- Paid time off (PTO)
- Paid holidays

If you are a dedicated HR professional who enjoys supporting employees, driving organizational success, and creating a positive workplace culture, we encourage you to apply.

