



## **POSITION ANNOUNCEMENT**

Position: Human Resources Manager  
Date of announcement: May 9, 2018  
Closing Date: Open until filled  
Hours: Full Time  
Salary: DOE  
Location: Herlong, California 96113

### **POSITION SUMMARY**

The HR Manager performs a variety of tasks in fulfilling their main responsibility is to employee relations, compensation, benefits, safety, performance and staffing levels. As well as administers employee health, welfare and retirement plans company wide. HR Manager will also recruit and interview to identify staff vacancies and select candidates for open positions. HR Manager is will promote healthy relationships between team members and management through mediation, handling labor disputes and guiding managers through team member issues. This position acts as a liaison between employees and insurance providers to resolve benefits-related problems and ensure effective utilization of plans and positive employee relations. This position provides administrative support to the HR function as needed (e.g., correspondence generation, record keeping, file maintenance,). The HR Manager also ensures plans are administered in accordance with federal and state regulations and plan provisions are followed.

### **RESPONSIBILITIES**

- Conduct team member training, orientation and development
- Mitigate risk by keeping organizations complaint with Federal, State and local labor laws and regulations
- Promote healthy relationships between team members and management
- Recruits, identify and interview potential candidates for staffing levels and open position
- Receive and direct visitors and clients
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system
- Retrieve documents from filing system
- Handle requests for information and data
- Maintain contact lists
- Prepare written responses to routine inquiries

- Prepare and modify documents including correspondence, reports, memos and emails
- Maintain employee files
- Modify/edit policies and procedures as needed
- Process, update, maintain employee benefits programs such as medical/dental, 401K
- Update and maintain employee handbooks, policies, and other safety manuals as applicable
- Assist in overall employee relations and communications

### **Minimum Qualifications**

- High School Diploma
- Three (3) years Human Resources experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office
- Knowledge of Google Applications such as DropBox, Gmail
- Knowledge of Native American Communities, their organizational structure, and basic understanding of Tribal laws and regulations
- Ability to resolve conflicts and maintain positive work environment
- Must possess a valid driver's license

Preference will be given to Native Americans (42 CFR 36.221)

**SIRCO will only consider applications and resumes that are submitted to SIRCO's Human Resources Coordinator.**

Please send application and/or resume to:

SIRCO

ATT: Rietta Amador

Human Resources Coordinator

Email: [hr@sircorporation.com](mailto:hr@sircorporation.com)

Fax: 530.402.4031

Phone: 530.252.4209 x.5

Mailing address: 447-160 Lassen Ave. PO BOX 1006 Herlong, Ca 96113