

Job ID: IP 92210A
Job Title: Human Resources Manager
Degree Requirements: Bachelor's Degree in Human Resources or Business Administration
Years of Experience: 5 - 7
Type of Position: Direct Hire
Location: New Jersey
Salary Range: \$80K - \$90K plus bonus
Travel Required: 25%

IMMEDIATE NEED in northern New Jersey for a Human Resources Manager who has a minimum of 5 years work experience in a Human Resources role and 3 -5 years in a Supervisory role.

The **MUST HAVE** items for this position are:

- Bachelor's degree in Human Resources or Business Administration
- ***Bi-lingual English and Mandarin***
- 5 -7 years work experience as a Human Resources Generalist
- At least 3 years in a supervisory role

PLUSSES for this position are:

- Master's degree
- SPHR / PHR
- Prior experience in a Manufacturing or Distribution arena

The **RESPONSIBILITIES** include but are not limited to:

Establish & and develop pro-active communication channels

Ensure consistency in application of company policies and procedures

Identify, counsel, & provide recommendations / feedback to associates on potential as well as current issues

Supervises the Human Resources staff ensuring administrative functions are effectively handled

Develop staffing & retention goals, strategies, & activities to achieve business results

Ensure compliance with federal & state laws plus company policy & procedures { FLSA, Title VII, FMLA, OSHA, workplace violence, substance abuse, etc }

Effectively communicate with all organizational levels

KEY WORDS: HR, Human Resources, HR manager, Human Resources Manager, Mandarin, manufacturing, distribution, FLSA, Fair Labor Standards Act, Title VII, FMLA, Family and Medical Leave Act, OSHA, workplace violence, substance abuse, SPHR, PHR, Professional in Human Resources Certification, Senior Professional in Human Resources Certification

If you meet these requirements and wish to be considered for this position, send your résumé to us using Word 97 -2003 at Resumes@PinnaclePlacementGroup.com mentioning the **Job ID** and the **Job Title** in the subject line of your email. **In your email please provide us a short narrative detailing your experience and expertise as it applies to this position.**