

TEN THOUSAND WAVES

Position: **HR MANAGER / GENERALIST**

Work Location: In-Person; Santa Fe, NM

Estimated Salary Range: \$70,000 - \$80,000

Qualifications: Certification or degree in Human Resources, Business Administration, or a related field; professional HR certification (SHRM-CP, HCl); Minimum 5 years human resource experience, Minimum 2 years human resource management experience

Last Updated: May 2024

Job Summary:

The Human Resources Manager provides day-to-day management and oversight of HR operations through a variety of “people” functions for the department and organization, including developing, and implementing both compliant and people-first policies, procedures, best practices and strategies that align with Ten Thousand Waves' mission and values. Must be an adept communicator, strong collaborator, provide guidance, resources and support to managers, maintain and build culture, all while navigating the growth challenges that come from supporting a dynamic entrepreneurial minded small business.

Responsibilities:

- Plans, develops, coordinates, and implements policies, processes, and initiatives to support the organization's HR strategy
- Administers and/or oversees the administration of human resource programs including
 - Recruiting and Retention
 - Performance Management
 - Employee Engagement Initiatives
 - Compensation and Benefits
 - Occupational Health and Safety
 - Training and Development
- Assist leadership with developing a people plan for the organization
- Supervisory Responsibilities, including but not limited to:
 - Oversee the daily work flow and job duties of the the HR department
 - Recruit, train, mentor, and coach HR team members
- Mentor and coach managers and supervisors
- Effectively plan and communicate upcoming projects, policies, changes by developing strategies and anticipating impacts on the team; this includes curating a monthly staff newsletter and associated messaging
- Ensures the organization's compliance with federal, state, and local employment laws and regulations, assesses risk and recommends best practices; reviews and modifies policies and practices to maintain compliance.
- Follow up on ee/guest incidence for personal response
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to leadership.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory skills.

- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.