

Manager of Human Resources

Baldwin EMC has an immediate job opening for the position of **Manager of Human Resources** located at our headquarters in Summerdale, AL.

Education and Experience: The position requires a Bachelor's degree in Human Resource Management or a related field, plus a minimum of five years' experience in human resource functions and management. PHR, SHRM-CP or SHRM-SCP certification highly desired. CPP or FPC payroll certification highly desired. Experience working with management and boards of trustees. Excellent verbal, written and presentation skills are a must. Strong analytical and problem-solving skills along with excellent organizational skills and attention to detail are required. Must have excellent supervisory skills and possess good decision-making skills. Valid driver license is required.

Roles & Responsibilities:

- Provides leadership, strategy and direction for the human resources department to assure all functions are met timely, accurately and in accordance with all applicable state and federal rules and regulations.
- Serves as Equal Employment Officer (EEO) and completes annual update of the Affirmative Action Plan. Review and monitor personnel activities to assure compliance relating to EEO and Affirmative Action.
- Responsible for the payroll department and functions of same to assure accurate payroll records are kept and payroll is calculated accurately and in compliance with all applicable regulations.
- Manages employee benefit programs including health, dental, vision, life and disability insurances, 401(k), Health savings accounts and 125 Flexible Benefit Plans including annual reviews and recommendations to management and the board of directors.
- Oversees the cooperative's wage and salary program.
- Coordinates government reports and audits that pertain to benefits and/or payroll.
- Maintains confidential personnel, medical, leave, etc. files for all employees.
- Responsible for the confidential administration of the personnel/human resource functions.

Benefits

Full time employees qualify for a suite of benefits including Medical, Dental, Vision, Cancer, Group Life Insurance, Long Term Disability, 401(k), among other benefits.

How to Apply: Qualified applicants should apply with the Alabama Career Center at 200 W. Michigan Ave., Foley, AL. 36535
251-943-1575
Fax 251-943-8867
jennifer.dean@alcc.alabama.gov.

All applications must be received no later than 4:00 pm on Thursday, November 10, 2022.

Baldwin EMC is an Equal Opportunity Employee and Provider