

HR Manager

We are seeking an experienced, driven candidate to join our SEI family. In this “working manager” role, you will be serving as the subject matter expert for HR compliance, administration and strategy. Reporting directly to the CFO, a strong background in human resources, as well as experience in creating initiatives and programs from ‘strategy to execution to measurement’ is required.

You must have a passion for helping others, an eye for detailed work and an appreciation for how benefits and HR programs impact employee engagement.

Benefits Administration

Serve as the primary contact for employees regarding company benefits. Administer employee medical, dental, short term and long term disability, 401K and Flex Spending plans.

- Answer inquiries on plan provisions, enrollment and assist employees with benefit claim issues and plan changes.
- Work directly with vendors to resolve issues related to claims, eligibility and service.
- Manage annual open enrollment. Coordinate distribution of information, create and conduct presentations and ensure changes are made to all benefit materials.
- Conduct new employee benefit orientation and ensure new enrollments are processed by deadlines.
- Identify, suggest and implement ongoing process improvements and assist with various other initiatives as assigned.

Human Resource Functions

Provide guidance, support and coordination in the consistent and effective application of policies and procedures. Organize and supervise the maintenance of personnel records, ensuring complete accuracy and confidentiality.

- Partner with on-boarding team to complete all new hire processes.
- Ensure organizational compliance with labor and employment laws and internal policies and procedures.
- Complete Workers Compensation and Unemployment forms and reports as needed.
- Serve as back-up for other team members, including payroll and recruiting.
- Develop, implement and drive company-wide Wellness Program and Volunteer Program - create, track and maintain strategies that encourage and increase participation

Talent Acquisition

Identify, develop and deploy business-driven HR strategies designed to attract, manage, develop, motivate and retain key people.

- Ensure continuity throughout the new hire process from recruiting through completion of onboarding process.
- Interact with and support the work of Corporate Recruiters - discover how each individual contributes to the team and develop that talent or skill to its highest potential.
- Strategize and develop talent acquisition plans that anticipate short/long-term business needs.

Requirements

- Minimum of 3 years professional Human Resources experience
- Experience supporting employees in multiple locations, preferably in multiple states
- Proven experience in creating initiatives and programs from ‘strategy to execution to measurement’
- Results-oriented with an ability to see the “big picture” strategy
- Superior analytical, verbal and written communication skills - must be friendly, compassionate and approachable
- Excellent customer service, problem-solving, interpersonal and organizational skills

Interested?

If your skills and positive attitude are a good fit for SEI, [please apply](#) today.