

Human Resources Manager

Job Posting – 2024

The Greater Scranton Chamber of Commerce is seeking an experienced Human Resources (HR) Professional to oversee all aspects of human resources and payroll processing.

Working with the Vice President of Internal Administration, this position will be an integral part in implementing personnel related operations to meet the strategic goals of The Chamber and its affiliates.

Responsibilities for this role will include, but are not limited to:

- Oversee all aspects of employee recruitment. This requires the creation and posting of job descriptions, screening candidates, executing offer letters, and completing all pre-boarding tasks.
- Conduct new employee orientation and onboarding activities to create a seamless and positive experience.
- Oversee workplace investigations, disciplinary actions, and termination procedures.
- Partner with leadership and management to address employee relations.
- Administer employee benefit programs such as health care insurance, life insurance and retirement plans.
- Ensure legal compliance by proactively researching, auditing, and improving human resources practices.
- Assess, identify, and track professional development and continuing education opportunities for staff and management.
- Review employee time sheets and work with outsourced representatives to process payroll in a timely, accurate manner.
- Partner with the VP of Internal Administration to research and make equitable compensation recommendations.
- Administer and track the annual performance management process.
- Develop/update personnel policies and procedures.
- Maintain accurate and up-to-date employee personnel documentation.
- Organize activities/events that promote employee engagement in order to foster a positive work environment.

Successful candidates should have:

- Bachelor's Degree in Human Resources or a related field is preferred.
- SHRM or PHR certification is also preferred.
- Minimum of 3 - 5 years of experience in a human resources role working directly with leadership to execute organizational goals and strategies.
- Effective communication, interpersonal and resolution skills.
- Experience working within a Human Resources Information System (HRIS) and payroll system; including processing payroll, troubleshooting time and payroll entries, benefits administration and managing the employee life cycle.

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