



# Senior Human Resources Manager

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**Compensation: \$75 – 100K**

## **Who we are:**

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

## **Job Summary:**

The Senior Human Resources Manager supports the vision of our People and Culture team through successful business strategies, goals, and HR outcomes at the operational level. The HR Manager provides tactical advice, assists with strategic planning, and supports and challenges business leaders in all areas of diversity, equity and inclusion and human resources. They create, revise, and deploy HR policies and processes, such as recruitment, organizational design, performance management, workforce / succession planning, salary planning, employee engagement, communication, change management, talent development, and employee relations. This role is the primary back up for the VP of People and Culture.

## **Essential Functions**

- Assist in the design and execution of the HR organization strategy. Provide insights and consults on human capital implications of business plans and priorities.
- Identify the most effective and efficient way to accomplish strategy within the parameters of organizational hierarchy, process, systems, and policies.
- Employ structured processes to solve complex organizational challenges through people-related solutions to individual or organizational problems.
- Work with other executives to design, maintain and champion the mission, vision and strategy of the organization. Articulates the alignment between organizational HR initiatives and organizational strategy.
- Supervise the staff that manages payrolls, oversees enrollment & administration of all employee benefits, job postings, onboarding and off boarding.
- Annual review and identification of any major updates to employee benefits. Monitor and comply with legal and compliance issues on a timely basis, including annual 401K audit.
- Annual review of employee handbook, job descriptions and employee compensation



- Execute and support all the People related products, programs, and services such as Performance Evaluations (GAPS), Employee Survey and related survey analysis and HR metrics, benchmarking, and best practices.
- Create and or leverage channels and informal networks to build constructive working relationships that promote partnership and collaboration across teams and functional areas to achieve organizational success.
- Partner with executive teams to define, develop and implement a purpose-driven, performance-oriented, and principles-led talent strategy in the organization. Reviews talent policies to ensure that they respond to changing conditions and business needs
- Oversight and tracking of individual employee studio onboarding and training.
- Identify, design, development and tracking of training programs for employees.
- Monitor all trainings provided for employees to ensure successful delivery and completion.
- Direct, plan, assign and evaluate the work of assigned human resources team members. Create opportunities for communication, collaboration, information sharing and inclusion.
- Define strategies that shape and supports a culture of inclusion, diversity, and equity throughout all business practices.
- Ensure the company follows federal, state, local laws, and statues.
- Perform other related duties as assigned.

### **Required Skills/Abilities**

- Comprehensive knowledge of professional principles and practices of human resources administration including applicable federal and state labor, anti-discrimination, and employment laws and regulations.
- Passion for leading teams, creating and inclusive culture and delivering exemplary customer service.
- Comfortable with technology and thrives in operating in a fast-paced environment.
- Proven experience in managing the complexities of interpersonal dynamics at the most senior levels; skilled in culture coaching, collaboration and nurturing to help drive and support the ongoing development of strong leaders.
- Outstanding analytical, strategic thinking to lead and implement data-driven human resources strategy and translate it into achievable goals.
- Experience in utilizing and applying up-to-date principles and methods in human resource administration applicable to the industry.
- Excellent written and verbal communication skills that include the ability to communicate effectively with individuals of diverse backgrounds and identities.

### **Education and Experience**

- Bachelor's degree required or equivalent work experience
- 7+ years of relevant experience in human resources, including a deep understanding of HR laws, policies, and systems.
- 5+ years of managing people. Strong leadership skills and ability to motivate and lead others is required.



- Experience with DEI programs and implementation a plus

### **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are Monday through Friday, (add hours)

### **EEO Statement**

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*