



Human Resources (HR) Manager Job Posting

The Company

The Iroquois Healthcare Association (IHA) is a nonprofit regional healthcare trade organization representing more than 50 hospitals and health systems across 32 counties of Upstate New York. IHA represents our members' interests in advocacy efforts with key decision makers, collects workforce data and offers innovative programs.

The Program

We have an exciting opportunity available for a Human Resources (HR) Manager for our growing team of professionals. Our current workforce will grow our team by 10 employees in the next six months.

The Role

The HR Manager implements and provides guidance on HR programs and initiatives and is responsible for planning, coordinating and directing the administration of all human resources policies, procedures and programs. The HR Manager will report to the Chief Financial Officer (CFO) and perform the following essential functions of the position:

- Performs various personnel activities, such as strategic planning for new positions needed, creating new positions (classification), recruitment, creating job postings, hiring, and managing employee relations to maintain an ideal work force.
- Manage full cycle recruitment process from sourcing to onboarding, and all processes in between.
- Review and revise current HR policy manual for employees and provide training when necessary and required.
- Responsible for developing a performance review system for employees.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Responsible for conducting and/or overseeing workplace investigations, employee discipline, and employee termination.
- Serves as primary contact with payroll vendor.
- Serves as primary point of contact for Health and Welfare benefits vendor.
- Possible Travel Requirement for member meetings and professional conferences
- Other duties consistent with the position as assigned by the CFO.

Employment type: Full-time

Job function: Human Resources

Industries: Non-profit Organizations

Qualifications and Education Requirements:

- Bachelor's degree in human resources, Business Administration, or related field preferred.
- Proven experience as an HR Manager or similar role for 3+ years.
- Solid understanding of human resources management principles and best practices.
- Excellent communication, interpersonal and presentation skills.
- Strong analytical, problem-solving and decision-making skills with the ability to think strategically and independently.
- Proficient in Microsoft Office Suite and Human Resource Information Systems.
- Knowledge and experience with relevant federal and state laws and regulations related to employment and human resources.
- Ability to develop and maintain positive relationships.

Join our team as a Human Resources Manager and contribute to creating a positive work environment where employees can thrive. We offer competitive compensation packages, comprehensive benefits, and opportunities for professional growth. Apply today to be considered for this exciting opportunity.

Benefits:

- 401(k)
- 401(k) matching
- Paid time off – 30 days plus 11 paid holidays
- Flexible schedule
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Vision insurance

Physical setting:

- Hybrid work environment in Clifton Park office (3 days minimum in office available after 90 days of employment with discretion of supervisor).

Schedule: Monday – Friday with standard 37.5-hour work week

Salary Range: \$70,000 - \$80,000 Annually (exempt position)

Iroquois Healthcare Associates does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor(s).

Send resume and cover letter to: communications@iroquois.org