



### **CAREER OPPORTUNITY: HUMAN RESOURCE MANAGER**

NineStar Connect currently has a job opening for a position of Human Resource Manager. This position is in the Administration Division. The HR Manager directs all day-to-day human resources activities for NineStar Connect and its subsidiaries. Works directly with employees and management to support job functions, training, performance reviews, benefits and various other topics. Oversees recruiting and hiring, onboarding, mentoring, and works with the HR and Benefits Administrator to maintain HR database information.

NineStar Connect is an innovative community-minded, communications, energy, water and sewer cooperative. We provide the infrastructure that empowers thoughtful development and improves quality of place in Central Indiana.

#### **CORE RESPONSIBILITIES/ DUTIES:**

- Coordinates and administers programs and services to ensure management of the company's human resources activities including employment, placement, onboarding, mentoring, benefits, employee relations and continuous improvement. Maintains and updates corporate job descriptions and personnel files on all employees including any records of disciplinary actions. Works with management on employee performance valuations.
- Works with management to create and fill open positions and performs recruiting and hiring duties. Prepares job postings and advertisements, distributes resumes, screens applicants, assists with scheduling interviews, checks applicant references and sends offer/rejection letters to applicants. Receives telephone calls from applicants regarding open positions. Actively recruits applicants for open positions using social media, web sites and using other recruiting tools.
- Establishes career building programs, coordinates employee training programs including supervisor training and other activities for career planning, advancement and succession planning. Track employee certifications and training.
- Coordinates with Administration & Compliance Manager on recommended changes to policies and operating procedures to improve employee retention for presentation to management and the Board.
- Coordinates with Administration & Compliance Manager to monitor and ensure company compliance with state and federal regulations for Human Resources.
- Maintains current industry knowledge by reading and researching trade magazines, professional journals and state and federal regulations, as well as seeking regular training and certifications in HR topics by attending industry meetings and educational opportunities.

#### **KEY COMPETENCIES:**

- Knowledge of:
  - Human Resources procedures, industry requirements, practices, and trends.
  - general office practices.
  - State and Federal laws and regulations.
  - Insurance benefits and procedures.
  - management techniques used to instruct, motivate and train personnel.
  - regulatory compliance issues, requirements and employment laws such as: ADA, FMLA, ERISA, FLSA, RUS, OSHA, CPNI, E-Verify, I-9 Guidelines and others.
- Skill in:
  - negotiating and problem solving.
  - oral and written communication.
  - identifying problems and resolutions.
  - completing multiple tasks at once.
  - operating various personal computer equipment such as various software programs (such as Word, Excel, PowerPoint, and Adobe Acrobat), printers, copier, and telephones.

- Ability to:
  - maintain confidentiality of company records which requires discretion, judgment, and tact.
  - delegate work and resolve conflicts while providing a positive work environment.
  - communicate with coworkers and vendors in a professional manner.
  - pay close attention to detail.
  - work as a team player.
  - read and interpret legal documents.
  - work independently to make decisions and meet deadlines.
  - be creative, analytical and make suggestions for improvement.
  - travel in and out of state for training and industry meetings.
  - maintain a valid Indiana driver's license.
- Knowledge and awareness of company objectives, products, services, policies, and procedures.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in Human Resources, Business or related field, or the equivalent, plus 3 to 5 years' experience in Human Resource Management. SHRM Certification and familiarity with a union environment preferred.

**BENEFITS:**

NineStar Connect offers a competitive salary and benefits package, including medical, dental, vision, and 401(k).

Apply online at [www.ninestarconnect.com](http://www.ninestarconnect.com) and send resumes to Human Resources at [HR@ninestarconnect.com](mailto:HR@ninestarconnect.com) by Friday, November 30, 2018.