



## MANAGER – HUMAN RESOURCES & RECRUITMENT

Greater Los Angeles Area / Greater Bay Area

In this role, you will act as the company's strategic partner on HR matters. Your key areas of responsibility will include: employee recruitment and retention, employee performance and talent management, and employee relations.

### RESPONSIBILITIES:

#### ***Strategic Business Partner:***

- Act as the strategic HR partner to Unisource Solutions and be a part of the executive leadership team to influence initiatives that attract, develop, and retain employees to support our short and long-term business goals.
- Partner with key stakeholders to ensure employee and business needs are exceeded, with key focus on organizational design in a rapidly scaling organization.
- Partner with the executive leadership team to implement procedures and best practices for effective employee recruitment, retention, compensation and training.
  - Develop and administer compensation programs to provide motivation, incentives and rewards for effective performance.
  - Stay updated regarding current industry compensation trends to ensure that the company is offering competitive wages and salaries for all positions while also adhering to the company's cost controls.
- Formulate, communicate, and implement company policies and guidelines to all employees as well as establish best practices and procedures.
- Connect with the executive leadership team to review internal staffing requirements and evaluate potential strategies needed to help the company grow.
- Responsible for onboarding new employees; review the company's current onboarding processes and focus on ways to improve the onboarding experience for new hires.
- Attend industry events in order to network with, and recruit, potential employees.

#### ***Performance & Talent Management:***

- Recommend, develop, and implement performance, development, talent review, and succession planning processes
  - Partner with the management team to develop and implement organizational development and performance management programs and initiatives for staff.
- Recommend, develop, and implement a cost-effective training program tailored to our company's department needs in order to help our employees learn & develop new skills on the job.
  - Coordinate and oversee all company training workshops.

#### ***Employee Relations:***

- Serve as a liaison between employees and executive management in order to improve communication between the company's rank and file employees and its high-level executives, and to promote increased transparency in the company's business decisions.

**Please visit our Careers page at [www.unisourceit.com](http://www.unisourceit.com) to submit your resume.**

*\*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

*\*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*



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### ***Employee Relations (cont.):***

- Provide counsel and guidance to management about how foster and maintain cordial employee relations, while also working to resolve conflicts that arise between employees.
- Ensure HR policies are relevant, communicated, followed, and in line with relevant local, state, and federal laws.
- Utilize tools and implement processes that will enable effective working relationships with and between managers and employees.
- Conduct corporate investigations when necessary.
- Remain up-to-date on relevant local, state, and federal employment legislation and compliance requirements.

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### **QUALIFICATIONS AND SKILLS:**

- Associate's or Bachelor's degree in related field preferred.
- At least 2 years of experience in Human Resources / Recruitment.
- No knowledge of office furniture industry is required, but preferred.
- Excellent organization and interpersonal communication skills.
- Effective communication skills for interacting with executives, middle level managers, employees, job applicants and the public.
- Detail oriented and self-sufficient.
- Obtain and maintain relevant certification as a Human Resource professional.
- Must possess excellent computer skills.
- Ability to travel on occasion as necessary.



UNISOURCE SOLUTIONS

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