



HR Manager - Job Description

Company Summary:

Onyx+East is a residential developer/homebuilder that delivers well-crafted and designed homes to clients. We focus on building in walkable, lasting locations ensuring each property provides comfort, livability, convenience, viability, and practicality. We treat every home as a piece of art. We are committed to serving our clients through offering a quality project, maintaining transparent communication, and encouraging a relationship and exceptional experience, rather than a mere transaction. We are thinkers. We are visionaries. We are envelope pushers. We work towards ensuring our residents live with a sense of comfort, community, and sustainability.

Job Summary:

This position will manage Onyx and East's Human Resource department in aspects of recruitment, learning and development, culture awareness, benefits and compensation, and compliance. The Human Resource Manager will establish policies and procedures, forecast needs, and maintains compliance to aid departments as a strategic partner in business decisions related to human capital. This individual should have outstanding organization and communication skills and must be an organized multitasker able to handle many diverse projects at once. The HR Manager will function as an O+E brand ambassador both internally and externally and should always represent the company appropriately during in-person and phone interactions.

Key Job Duties and Responsibilities:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Manage all aspects of employee relations by addressing demands, grievances, or other issues.
- In conjunction with managers, conduct performance and compensation reviews for staff members.
- Lead the recruitment and interview process for candidates in each department and market.
- Develop and implement an employee attraction, retention, and satisfaction plan.
- Collaborate with the Marketing Manager in the execution of recruitment collateral.
- Manage and run Applicant Tracking System.
- Actively build relationships with other recruiters, industry leaders, trade groups, and employees.
- Engage passive recruits through social media and professional sites.
- Lead departments in creating yearly staffing plans, planning interviews, and periodically reevaluating human capital needs.
- Maintain job requirements and descriptions for all positions.
- Ensure planning, monitoring, and appraisal of retention and turnover rates.

ONYX+EAST®

- Maintain management guidelines by preparing, updating, and recommending HR policies and procedures.
- Maintain employee files and historical records.
- Maintain knowledge of industry and regulatory trends to ensure company compliance.
- Communicate changes in O+E's personnel policies to ensure compliance.
- Work in conjunction with sister company on payroll, benefits, and HR compliance items, including HRIS platform.
- Work with Operations Associate for all onboarding and offboarding of new and exiting team members.
- Manage and administer HR policies, procedures, and handbooks for all company personnel.
- Responsibility for creating and managing O+E training program.
- Work to create, strengthen, defend, and live O+E culture and brand.

Experience and Skill Requirements:

- 5+ years of experience in Human Resources.
- Knowledge of all aspects of human resources and ability to respond to inquiries.
- Ability to read and interpret technical, financial, and legal reports related to the HR field.
- Business acumen and strategic vision.
- Proficient in using the Microsoft Office Suite.
- Excellent organizational and prioritization skills.
- Demonstrated experience in managing multiple tasks.
- High attention to detail.
- Excellent verbal and written communication skills.
- Ability to self-motivate and work independently.
- Ability to contribute individually and lead, manage or participate in cross-functional teams.
- Ability to create great working relationships with all levels within the company and across multiple disciplines.
- Strong project management skills.
- College degree required.
- HR certification preferred.

Reports to: CFO