

HR Track

HR Professionals provide assistance to employees and managers on a wide range of human resource issues. They oversee hiring and onboarding, performance reviews, professional development, disciplinary matters, insurance, complaints, and employee separation. They help develop the company's policies and ensure that they are enforced uniformly across the organization.

Recruiting professionals assist in attracting the best and brightest individuals to the company. They attend career and recruiting fairs, organize and categorize resumes, post job openings for various company managers and assist all through the hiring process. They stay actively involved with current employees to chase leads and seek out any and all potential candidates for employment.

HR Assistant

- Coordinate day-to-day recruiting efforts including data entry into various online systems, review and tracking of applicants, field inbound calls, initial phone screens and coordination of interviews
- Communicate status of application to applicants
- Draft offer letters and create welcome packet mailing
- New Hire onboarding and paperwork
- Filing, Scanning, Recordkeeping needs
- E-verify
- Data entry into Content Management System (ViewPoint)

Track 1: Corporate Recruiter

- Create and implement employment marketing strategies to procure high-level talent acquisition
- Coordinate hiring plan with Department/Group Managers and Senior Executives
- Work with hiring managers to ensure job requirements and expectations are understood and candidates are assessed against relevant criteria
- Employ strategic and long-term efforts to ensure pipeline of active candidates
- Attend various external events and meetings to support outreach and brand awareness (industry association events, career fairs, high school expos, etc.)

Track 1: Recruiting Manager

- Manage and lead the recruitment process and the overall utilization of the Recruitment staff
- Responsible for the development of the recruitment process and implementation of recruiting innovations, including market/industry best practices for the organization
- Solves all evolving issues during hiring/job vacancies and makes all managerial decisions
- Sets all recruiting metrics, measurements and benchmark goals
- Builds and maintains internal customer base and external vendors
- Monitors and constantly strives to reduce the cost of the recruitment process
- Develops and implements the social media strategy related to recruitment



Track 2: HR Generalist

- Coordinate day-to-day tasks related to human resource records, required filings and paperwork, ACA compliance
- Administer all employee benefits and related billings, open enrollment and renewal processing, as well as wellness initiatives
- Coordinate 401(k) administrative function to assist CFO
- Data entry into Content Management System (ViewPoint)
- Point-of-contact for employee questions, concerns, disputes, etc.
- Process all New Employee
- Process all Existing Employee changes including company transfers, address changes, benefits, etc.
- Process all Employee Exits, including terminations, resignations, lay-offs, retirements

Track 2: HR Manager

- Manage the overall HR services, provisions and programs for Brayman & Affiliates
- Administer compensation, benefits, and performance management systems
- Ensure corporate compliance with employment and regulatory requirements
- Employee services and counseling

Director of HR

- Oversee all HR and Recruiting functions, staff and projects
- Organizational departmental planning
- Strategic organizational development
- Advise management on organizational policy strategies, including compliance to state and federal requirements and laws.
- Policy development, documentation and implementation
- Responsible for oversight/updates to employee handbook and code of conduct handbook/policies