

**Position: Human Resources & Office Manager - New York City, NY**

**The Opportunity:** Compass Workforce Solutions has been retained to execute a search on behalf of Zelouf International. Zelouf International is a family owned and operated textile design, manufacturing and wholesale company with more than thirty years of experience in the textile industry. Zelouf International has a reputation for servicing garment manufacturers with a diversified line of products that stay on the cutting edge of the fashion market. Products are manufactured in Asia and can be shipped anywhere worldwide or imported into the United States for local manufacturing. Zelouf has offices in New York City, Los Angeles and a distribution warehouse in Clifton, NJ.

**Position Summary:** Reporting to the CEO, the Human Resources & Office Manager is responsible for planning and coordinating the human resources, risk management and office functions of the company with 50+ employees in 3 states. Qualified candidates will have 5+ years' experience working in a creative office environment with full responsibility for HR and office management functions and significant employee relations experience. Work hours are 8:30 AM to 5:30 PM Monday through Friday and require weekly travel to Clifton, NJ warehouse and occasional overnight travel to Los Angeles, CA office.

**Job Responsibilities:** The Human Resources & Office Manager will be responsible for planning, coordination, and managing the HR, office and facilities management functions of the company.

- Manage HR policies and procedures for 3 locations – NYC, LA offices and NJ Warehouse
  - Create proper corporate HR policies and procedures; provide manager training to policies and procedures.
  - Maintain a working knowledge of HR employment regulations.
  - Develop and administer HR programs in areas of employee performance evaluations, employee awards or recognition and organize company events.
  - Will be involved in all aspects of employee relations including hiring, managing the onboarding process related to new hires, discipline and termination of employees.
  - Support the Controller with benefit administration; manage open enrollment, process enrollments, terminations, COBRA administration, etc.
  - Support CEO with recruiting including creating and posting of job ads, reviewing of resumes, screening candidates and scheduling interviews.
- Office Management
  - Recommend and implement policies and procedures to streamline and improve office operations and or processes.
  - Maintain policy and decorum related to overall office conditions.
  - Maintain proper supplies required for all offices.
  - Organize and coordinate office duties and procedures.
  - Approve all purchases of new office equipment.
- Facilities Management
  - Manage warehouse facility with the NJ warehouse manager.
  - Manage the NY and LA office facilities.
  - Review invoices and negotiate contracts with all service vendors including IT, cleaning services, landscaper and landlord.

**Minimum Qualifications:**

- Minimum 5 years' of experience working in an office environment.
- Bachelor's degree in human resources, management or related field or equivalent work experience.
- Exceptional written, verbal, and interpersonal skills to interact in person, via phone, and via email.
- Strong organizational skills and ability to meet deadlines.
- Ability to work independently on assigned tasks.
- Familiar with Paychex Flex payroll software.
- Proficiency in Microsoft Office Suite & Power Point.
- Ability to work in New York City, NY 4 days a week and one day in Clifton, NJ.
- Hold current Notary Public license or will to obtain within first 90-days of employment.

*Zelouf offers Paid Vacation, Holidays and Sick time, Simple IRA, Health Insurance and Transit benefits  
Zelouf International is an equal opportunity employer.*

**To Apply:** Please submit cover letter, resume and salary requirements to:

<https://www.ziprecruiter.com/job/e0da16aa>