

**Prestige Employee Administrators, Inc.**  
**Melville, NY**

**Position Title:** HR Manager

**Reports to:** VP, HR/Client Services

**Position Description:**

Manage the day-to-day Human Resources activities (non-payroll related) for client worksites and co-employees.

**Roles & Responsibilities:**

- Secure the necessary and appropriate Unemployment, Workers' Compensation and Disability coverage for client worksites.
- Oversee mandatory and voluntary Benefits Administration efforts.
- Oversee 401k administration efforts, including employee loan requests, distributions and changes.
- Conduct off-the-shelf and customized training programs.
- Provide general HR/Client Services, including ensuring clients are in compliance with all applicable federal, state and local laws (ie. FMLA, FLSA), employee handbook creation, responding to HR-related inquiries, investigating complaints filed by co-employees with government agencies

**Experience:** At least three (3) years of directly related Human Resource segment experience. Bachelor's degree (business administration or human resources) preferred. Strong understanding of Human Resource segment business challenges. Deep knowledge of all areas of Human Resources including but not limited to General HR, Benefits Administration, Risk Management, Retirement Services, Customer and Client Support. Membership in SHRM preferred. Bi-lingual (Spanish) a plus.

**Specific Skills Needed:**

- Customer service skills
- Public Speaking & Presentation skills
- Strong written communications skills
- Strong Organizational Skills; Detail oriented with ability to multi-task
- Microsoft Office

Interested parties should send resume to Sarah Diele: [sdiele@prestigeemployee.com](mailto:sdiele@prestigeemployee.com).