

Assistant HR Director

Heatherwood Communities is a large New York Real Estate Development Firm looking for an Assistant HR Director. The Assistant HR Director will need management skills, and be able to provide sound advice and direction to executive management on the company's policies and procedures. The Ideal candidate has knowledge in payroll regulations, experience in handling employee relations issues, and implementing and taking the lead on the use of new and existing technology platforms. A successful candidate will thrive in a fast-paced environment and adapt as new priorities come up.

Responsibilities

- Acts as a proxy for the management team as needed, when the HR Director is absent
- Work with the director to coordinate and supervise daily operations
- Ensure compliance with regulations and internal policies
- Collaborates with HR department to sustain, promote, and grow departmental programs and services.
- Perform weekly/bi-weekly payrolls using WorkforceOne payroll software
- Perform regulatory prevailing wage audits
- Create reports and submit them to management
- Assist in budgeting and monitoring expenses
- Participates in strategic planning and presides over meetings as needed
- Drafts and maintains policies and procedures, ensuring compliance with applicable local, state, and federal laws

Requirements

- Master's degree preferred or PHR/SPHR; SHRM-CP
- Experience with coaching managers & peers on HR processes and supporting them in strengthening their leadership skills
- 5+ years' experience with employee relations and investigation procedures.
- Current knowledge of payroll procedures and related laws
- Knowledge of Prevailing Wage Calculation a plus
- Familiarity with Paypro/yardi software a plus

Required Skills/Abilities:

- Ability to prioritize and delegate tasks
- Exceptional verbal and written communication skills
- Outstanding communication and public speaking skills
- Excellent organizational and leadership skills
- Aptitude in problem-solving
- Proficient with Microsoft Office Suite or related software

To apply for this position please submit your resume to shalfen@Heatherwood.com