

HUMAN RESOURCES MANAGER

Opportunity for a dynamic senior HR generalist with extensive knowledge of HR best practices, benefits administration and recruitment. The HR Manager will work in close collaboration with management to administer benefits and ensure that employees are well informed and have access to resources they need in order to work effectively. Deliver strategic HR expertise to management and educate employees on HR policies and procedures. Ground floor opportunity to develop the HR function for a fast-growing healthcare staffing firm, headquartered in Nassau County, Long Island.

- Create and maintain employee HR policy and handbook, procedures and systems for areas including: employee recruiting, training and orientation, disciplinary actions, employee benefits, regulatory compliance and time off
- Establish and maintain relationships with the administrator of insurance plans in order to stay up to date on policies and offer employees the best possible options.
- Proactively communicate with employees and provide detail-oriented resources to ensure that all employment policies follow current laws and regulation
- Develop plans to enhance employee relations and offer employee support to each staff member
- Manage multiple client office relationships and activities to ensure office operations run smoothly
- Work directly with company management and employees to fulfill various service and supply requests.
- Handle sensitive and confidential information on a regular basis with discretion.

Preferred Position Requirements

- Bachelor's Degree and/or Master's Degree in Human Resources or related business field
- 5+ years of experience in a human resources management position
- Background in healthcare or staffing organizations as well as multi-site operations
- Must have knowledge of local, state and federal employment laws.
- The ideal candidate will have exceptional interpersonal communication skills, relationship-building skills, an entrepreneurial spirit and the ability to work independently and in team settings.

Interested candidates please submit a resume to Susan Safran via email; ssafran@rehabalternatives.com or call; 516-801-6111 x 211.