**Human Relations Manager of Community and Culture Building Job Posting**

Reports to: Executive Partner

*The Human Relations Manager of Community and Culture Building is a Human Resources position of Landscape Creations and is committed to fostering the organization’s culture via a framework of the vision and values of the company, addressing the needs and issues of employees, and serving as a crucial link between management and employees, advocating for the employee while balancing the needs of the organization. The primary responsibilities and areas of influence of the Human Relations Manager of Community and Culture Building include, although may not be limited to, the following:*

**Community and Culture**

* Act as liaison between Office Staff and Field Staff, attending meetings, acting as interpreter or translator, caring for the needs of our people and working to bridge any cultural gaps
* Recommend and implement general workplace improvements and programs which support employee engagement and enrich the company culture and overall employee experience

**Training and Development**

* Develop specific training programs and materials and manage license acquisitions
* Provide industry and job specific training and professional development to employees
* Create and communicate effective personnel policies and procedures
* Manage the company-wide SOP Writing Process

**Talent Recruitment and Retention**

* Manage the talent acquisition and retention processes along with department managers, including sourcing, managing employment applications and resumes, conducting reference checks, interviewing, hiring, orienting, and on-boarding
* Pursue and attend relevant job fairs and external recruiting efforts, keeping job descriptions up to date, accurate and compliant with relevant federal, state, and local laws
* Coordinate and facilitate timely performance and compensation reviews by managers, as well as proper internal documentation/filing
* Create and administer employee Performance Improvement Plans
* Counsel and assist in terminations and perform exit interviews

**Safety**

* With the Ops Manager and the Leadership Team, implement and reinforce the Safety Program
* Facilitate or conduct periodic safety education programs with employees, including driver’s safety, hazard communications, general safety, sexual harassment, etc
* Assist with making medical appointments and transportation of employees to such appointments
* Handle investigations and resolutions of employee issues, concerns, and conflicts
* Ensure compliance with all laws and regulatory activities

**Requirements:**

Bilingual (Spanish, English)

Human Resource Education or SHRM Certification preferred

Skilled in Team Building and Training/Talent Development

People-person who gets energy from people and GIVES energy to people

Experience working with a distributed workforce, and on various job sites

Ability to utilize HR software

Knowledge of Microsoft Office Software

Experience in Construction or the trades preferred