



Manager of Human Resources

POSITION

This position will be responsible for designing, planning and implementing human resources (HR) programs including staffing, compensation and benefits. This position is also responsible for development of HR policies and for assuring company compliance with HR related laws and regulations.

KEY INTERFACES

Reports to: Director of Human Resources

REQUIRED QUALIFICATIONS

- Requires a bachelor's degree in an appropriate discipline
- 5 years HR experience preferred
- Experience in the development and administration of HR related company policies, employee recruiting programs, compensation and benefit programs and deferred compensation plans
- Human Resources certification desirable (i.e. CCP, CBP, PHR, SPHR)
- Effective written and oral communication skills

RESPONSIBILITIES

- Coordinates recruiting, placement and orientation of staff
- Oversees the company's performance appraisal process
- Develops and administers the company's compensation policies
- Assist with deferred compensation plans
- Ensures company compliance with HR related laws and regulations
- Designs, plans, and implements corporate benefits programs, policies, and procedures. Responsible for ensuring programs meet employees' needs, comply with legal requirements, and are cost effective
- Assists with/participates in the annual budget process
- Coordinates HR education and development programs for management and staff
- Responsible for all internal and external HR reporting
- Will adhere to all APM corporate policies and comply with all APM regulatory requirements, including but not limited to NERC, FERC, and relevant state regulations, as applicable to this position
- Any additional responsibilities assigned by management.

SALARY RANGE

Commensurate with experience

LOCATION

National Service Center in Carmel, IN