



Job Title: HR Manager

Location: Page, AZ

This position is on-site and full-time

Join The Adventurous Group as an HR Manager in Page, AZ. In this role, you will:

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Advise managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.

Position Activities:

- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others and maintaining them over time.
- Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Staffing Organizational Units — Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.
- Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
- Developing and delivering training materials - responsible for ensuring that appropriate and effective materials are developed and presented to a wide range of employees within all companies under BlackStreak Holdings LLC.
- In relation to references in resolving issues and facilitating - add as part of the skill set to schedule and organize discussions in addition to identifying the appropriate members of the management and executive team to be involved in discussions.



Position Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Speaking — Talking to others to convey information effectively.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.

Qualifications (Required Skills/Experience):

- A bachelor's degree in human resources, labor relations, organizational development, business or related area; relevant work experience may be a substitute.
- 5 or more years of experience as an HR Manager.
- Experience with Microsoft Software and Google Applications.
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring, and employee relations; able to apply these strategies and practices in compliance with employment regulations.
- Ability to create a culture of diversity, inclusivity, collaboration and teamwork.
- Experience with analyzing data to guide strategic employment planning.
- Strong professional communication skills, both verbal and written, in virtual and in-person settings.

Relocation:

Relocation assistance is not given as a benefit for this position. However, the hiring team may change and decide otherwise, it is at their discretion.