

## **HUMAN RESOURCES MANAGER, TSMGI – Deerfield, IL 60015**

### **JOB SUMMARY**

The Manager of Human Resources is an experienced HR generalist who manages all aspects of Human Resources for the firm. Responsibilities include, but are not limited to, recruiting/hiring/onboarding new employees, administering performance management system, employee/career development, training, employee relations, conflict resolution, benefits and compensation planning and administration.

The position requires comprehensive HR management skills, and an experienced professional who understands human behavior along with strategic initiatives, organizational dynamics, and a strong orientation on business results.

### **KEY RESPONSIBILITIES**

#### **Employee Engagement**

- Build relationships of mutual trust and respect with all employees and serve as a trusted resource for all Human Resources topics.
- Maintain an acute awareness of company/employee dynamics by engaging with employees in an approachable and open-minded manner to gain insights and understanding of company-wide morale, culture impact, and work-related topics of concern and interest to team members.
- In collaboration with leadership, effectively resolve employee relations issues in a manner that respects the inherent worth and dignity of all participants, maintain up-to-date knowledge of employment laws related to day-to-day business operations, minimizing/eliminating legal risks and ensuring compliance with all Federal and State regulatory agencies including, but not limited to, EEOC, HIPPA, OSHA and COBRA.

#### **Recruitment/Hiring/Onboarding**

- Manage the firm's recruitment needs by working closely with management team to efficiently recruit talent that fits the requirements of open positions.
- Coordinate interview process for agency including all communication, correspondence, interview training and scheduling.
- Work closely with hiring managers on all hiring details, lead communications related to the offer letter, employment agreement and corresponding benefits package.
- Lead the employee onboarding process, ensuring a positive first day and career launch with the firm.
- Partner with appropriate team leaders to deliver orientation and on-boarding for all agency employees, including department specific and client specific on-boarding when applicable.

#### **Performance Management**

- Proactively manage the Performance Management process in collaboration with team leaders, to ensure all reviews are conducted on schedule, and result in enhancing the employee's performance effectiveness, job satisfaction and career plans.

### **Benefits/Compensation Planning and Administration**

- In collaboration with team leads, manage PTO approvals and tracking process for all employees and provide scheduled reporting of PTO, medical leaves, and any approved unpaid leave.
- Recommend and coordinate benefits program for all employees including medical, dental, vision, long-term and short-term disability, Retirement Savings Plan and other related benefits.
- Coordinate with department managers, Finance, and company leadership on compensation planning and administration that includes promotions and salary increases recommendations to ensure a compensation strategy that reflects employee value, internal equity, as well as business performance and contributions to revenue and profitability objectives.

### **Department Operations & Advancement**

- Embrace existing systems (ERP, payroll, expense reporting, etc.) and analyze opportunities for improvement and greater effectiveness and efficiency.
- Serve as a back-up for payroll processing and administration.
- Support and reinforce the values and culture upon with TSMGI was founded, always striving to enhance an environment where people enjoy coming to work every day.
- Other responsibilities as determined.

### **POSITION REQUIREMENTS**

- A bachelor's degree in a Human Resources-related discipline, i.e., Human Resources Management, Organizational Development, Business, etc., inclusive of five (5) years of HR experience
- PHR or HR certifications or advance degree preferred
- Solid understanding of employment law
- Experience with HR benefits administration
- Proficient with Microsoft Office Suite, ERP systems and payroll systems
- Strong problem solving and conflict resolution skills
- Works effectively with deadlines and confidential data
- Demonstrates initiative and excellent follow-through
- Effective communicator (verbal, written, relationship-building and presentation)
- Understanding of the nature of TSMGI's business
- Experience working within an agency, small business and/or privately held business is a plus
- Thrives in an entrepreneurial, growth-oriented culture

### **Benefits**

TSMGI offers competitive benefits including medical, dental, vision, short-term and long-term disability insurance, life insurance, paid time off (PTO), retirement savings plan; and a friendly, positive, fun work environment.



## **About TSMGI**

TSMGI (The Specialized Marketing Group, Inc.) is a global sports, event, and promotional marketing company, specializing in innovative programs that move brands, grab attention and spark conversations. TSMGI combines the personalized attention and passion of a small business with the big ideas and fully integrated capabilities of a larger agency. Founded in 2000, TSMGI client list includes a variety of Fortune 500 companies, as well as individual leaders in each of their markets. TSMGI has been recognized by Chief Marketer Magazine as a "Top 200" agency each year since 2008. Headquartered in the northern suburbs of Chicago, TSMGI also has offices and key personnel in Milwaukee, Wisconsin; Lexington, Kentucky; Charlotte, North Carolina; Denver, Colorado; and Madrid, Spain. For additional information on TSMGI, visit [www.TSMGI.com](http://www.TSMGI.com) or follow @TSMGI on [Instagram](#), [Twitter](#) or [LinkedIn](#).

TSMGI is an equal opportunity employer.