

# Title : HR Manager

**Reports to:** CEO & COO

**Summary of Position Requirements** The HR Manager acts as the liaison to the COO of Operations, Risk Management, Payroll and Benefits Departments and assumes a variety of responsibilities and manages the day to day HR processes.

## Primary Duties and Responsibilities

- Both a Full-time or a Part-time positions are available
- Responsible for building collaborative and effective relationships with CEO/COO of Operations that enable partnerships in providing HR support
- Accountable for managing and overseeing all HR processes and functions for assigned departments
- Provides leadership, direction, training, coaching, feedback, and, where appropriate, discipline to subordinate team members
- Drive continuous improvement and service delivery excellence throughout the departments by identifying and adopting best practices, maintaining a proactive sense of the business' needs
- Develop and execute recruiting strategy for multiple departments
- Responds to general Associate questions pertaining to company policies, procedures, and benefits programs
- Ensure the accurate processing of all HR paperwork including pre-authorization, new-hire, and Associate separation paperwork
- Provide HR policy and procedure guidance to divisions to ensure compliance
- Manage the New Hire process. Work internally and externally to locate and find candidates to fill open vacated positions. Assist with pre-phone call interviews, interviews with the management team and recommendations on candidate selections.
- Coordinate and schedule company drug testing and background checks with third party vendor when required and for new employees
- Conduct and ensure that all new-hire orientations are conducted timely and alignment with company practice

This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties of the associates.

## Education and Experience Requirements

- Must bi-lingual and Speak, Write & Understand Korean fluently
- Bachelor's degree in HR or Business related discipline required
- Minimum 5 years' experience as an HR Manager
- Advanced knowledge of federal and state labor laws including EEO, ADA, FMLA, LOA, etc.
- Experience with Workday preferred
- Intermediate to advanced skills in Microsoft Excel, Word & PowerPoint
- Valid driver's license and a good driving record
- Ability to travel approximately 10%, with little to no advanced notice.
- Superior communication, influencing, coaching, and conflict management skills
- Ability to respond to associate requests/questions in a professional and timely manner

- Ability to multi-task and handle a fast-paced work environment
- Must maintain the confidentiality of all associate issues

**Physical Requirements:**

This is primarily a sedentary office position which requires the ability to occasionally bend, stoop, reach, lift, move and carry office materials and supplies weighing 25 pounds or less. Finger dexterity is required to operate a computer keyboard and calculator.

**Benefits:** Health Insurance. Free Lunch. Paid Vacation & Paid Sick Days. Yearly Result-oriented Incentive.

**FLSA Status: Exempt**

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