AMERICAN ASSOCIATION OF PHARMACEUTICAL SCIENTISTS
JOB DESCRIPTION

Job Title:	Human Resources Manager
Salary Grade:	
Department:	Executive
Reports To:	Executive Director
FLSA Status:	Exempt
Prepared By:	
Prepared Date:	Updated July, 2011
Approved By:	John Lisack, Jr.
Approved Date:	

SUMMARY:

Manage the Human Resources function for the association staff, including recruitment, employee relations, salary and benefits administration, employee communications and other special projects, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Recruitment/Staffing:** post approved open jobs, review and pre-screen applicants, coordinate interview process with hiring manager, extend employment offers, arrange for pre-employment background investigations, coordinate new hire orientation process.
- **Benefits Administration:** maintain full knowledge of all plans in order to educate and advise staff on benefits; conduct benefits orientation with new employees; establish and maintain relationships with benefit vendors and benefits broker; review and code monthly invoices; implement all plan enrollments, changes and terminations in a timely manner; in consultation with benefits broker, facilitate annual review of benefit plans and make recommendations for cost sharing and/or plan enhancements when appropriate; file required tax documents (i.e., Form 5500) in a timely manner; provide benefits data for annual budget; prepare annual Compensation and Benefits Statement for staff.
- **HR Policies and Procedures:** maintain Employee Manual, including bi-annual updates; make recommendations for policy/procedural changes where appropriate; advise staff of approved changes in a timely manner.
- **Salary Administration:** maintain salary structure for AAPS positions; facilitate review of new/revised job descriptions to ensure proper classification; ensure that pay rates remain competitive and provide for internal and external equity; coordinate annual performance/salary review process.
- **Employee Relations:** serve as a resource to staff in the resolution of issues related to morale, performance management, staff retention, training/career development and other matters; coordinate Length of Service Award program;

develop communications - - i.e., newsletters, benefits updates, etc. - - to educate and inform staff on HR-related issues.

- Complete related tasks and/or special projects as assigned.

SUPERVISORY RESPONSIBILITIES:

None

AUTHORITIES:

As delegated by the Executive Director

QUALIFICATIONS:

Excellent oral/written communication skills, strong organizational skills, ability to establish and maintain credibility and trust among staff at all levels.

EDUCATION/EXPERIENCE:

Bachelor's degree and a minimum of five years of HR generalist experience. HR certification desired.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

WORK ENVIORNMENT/PHYSICAL DEMANDS:

Working environment is the typical office atmosphere. Duties and responsibilities are primarily performed while seated at a desk