



April 2024

**Carnow, Conibear & Assoc., Ltd. (Carnow Conibear),
a leading environmental, health and safety consulting firm located in downtown
Chicago, has an excellent opportunity for a:**

Human Resource Manager

We are looking for an excellent candidate to assume the day-to-day responsibilities of the company's human resource department. The right candidate will work closely with our organization's senior management to manage the department and develop our human resources.

Responsibilities will include:

- Talent sourcing and recruiting activities in competitive fields and markets.
- Manage Employee Growth and Development Program.
- Address disciplinary matters in a tactful and timely manner
- Coordinating, and conducting interviews executing proper procedures.
- Conduct pre-employment testing.
- Manage employee on boarding and off boarding.
- Job description management
- Handle performance appraisal management.
- Conduct anti-harassment training for staff and conduct manager training/EEOC issues.
- Handle compensation analysis and administration.
- Manage company unemployment and workers compensation claims.
- Act as liaison with government entities
- Administration of company benefits and record requirements.
- Responsible for the development and implementation of all company human resource, policies, and procedures.
- Maintain current knowledge on all employment/human resource matters by attending conferences, reading human resource journals, and/or attending employment courses.
- Ensure compliance with federal, state, and local laws protecting employees.
- Manage employee performance documentation.
- Oversee and ensure compliance with the company's retirement plan.
- Maintain organized and confidential files.

Desired Skills:

- Negotiation and influencing skills.
- Above average verbal and written communication skills.
- A proactive and self-directed approach to managing multiple projects.
- Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development.
- Outstanding interpersonal relationship building and employee coaching skills.
- Knowledge and Experience in Human Resources Information Systems (HRIS). Specifically, ADP Workforce Now
- Administration of benefits and compensation programs and other.
- Coach, counsel, and guide organization staff
- In depth knowledge of harassment and sexual harassment laws
- Management and supervisory skills

Strong skills in:

- Computers.
- Critical thinking.
- Customer service.
- Grammar.
- Microsoft office programs including; Word, Excel, Power Point, and Teams.

Preferred Education and Experience:

- A critical component to this position will be to have outstanding interpersonal relationship building and employee coaching skills.
- Bachelor's degree from a four-year college or university or similar work experience required.
- PHR/SPHR certification required.
- 7 years of experience in progressively responsible human resource roles.
- 5 years of experience in a supervisory role.

This is a terrific opportunity. Carnow Conibear offers training, opportunity for growth, and a competitive compensation package for qualified individuals. Relocation expense reimbursement may be considered.

Candidates shall submit resume to:

Elizabeth Arreola (ccahiring@ccaltd.com)
Carnow, Conibear & Assoc., Ltd.
600 West Van Buren Street, Suite 500
Chicago, IL 60607

Carnow Conibear is an equal opportunity employer seeking a diverse group of qualified individuals to consider.