



January 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:**

- Execute proper recruiting procedures.
- Oversee interview coordination and execute proper interviewing procedures.
- Conduct pre-employment testing.
- Manage new employee on boarding process.
- Handle job description management.
- Handle performance appraisal management.
- Conduct anti-harassment training for staff and conduct manager training/EEOC issues.
- Manage Employee Growth and Development Program.
- Handle compensation analysis and administration.
- Manage unemployment claims.
- Act as liaison with governmental agencies.
- Maintain company medical insurance program, policy, procedures, and records.
- Responsible for the development and implementation of all company human resource. policies and procedures.
- Maintain a working knowledge on all employment/human resource matters by attending conferences, reading human resource journals, and/or attending employment courses.
- Ensure compliance with laws protecting employees.
- Manage employee performance documentation.
- Assist terminated employees with exit package.
- Manage organized record-keeping of personnel files.
- Handle workers comp claims.

## Desired Skills:

- A proactive and self-directed approach to managing multiple projects.
- Excellent verbal and written communication skills.
- Knowledge and experience in employment law, compensation, organizational planning, recruitment, hiring, organization development, employee relations, safety, employee engagement, and employee development.
- Better than average written and spoken communication skills.
- Outstanding interpersonal relationship building and employee coaching skills.
- Knowledge and Experience in Human Resources Information Systems (HRIS).
- Experience in the administration of benefits and compensation programs and other.
- Evidence of the ability to practice and coach organization managers in the practice of a high level of confidentiality.
- Well versed in supervisory skills.
- Knowledge and experience in laws against sexual harassment.
- 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 preferred.
- 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](mailto: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.