

HR Manager - Entry Level

About Touch

Touch Cleveland LLC is a mission-based marketing and public relations firm committed to community and business development. We are a forward-thinking, creative firm looking to contract an HR consultant to establish and manage HR needs through a period of restructure.

We need to find new talent and establish processes that will maintain a vibrant and supportive work environment for new hires. The ideal candidate has an entrepreneurial spirit and understands the challenges for small businesses. This individual should be able to identify and manage basic HR needs while developing processes that will support the growth of the company.

Responsibilities

- Assist with creating job descriptions, seeking talent and onboarding new hires.
- Evaluate current onboarding process to establish or redevelop new procedures.
- Evaluate current workplace values and develop an employee/contractor/vendor handbook with clear policies to maintain a healthy and inclusive environment.
- Identify and build relationships with candidate suppliers, especially colleges/universities.
- Handle workplace investigations, disciplinary and termination procedures.
- Conduct performance and wage reviews, and maintain human resource records.

Qualifications

Excellent interpersonal and communication skills
Excellent ability to manage and maintain relationships
Detail oriented and organized
Keen insight of personality and behavioral traits
Ability to work sufficiently without supervision
Strong work ethic and positive attitude

Requirements

Undergraduate degree in Human Resources or two years of related experience
Proficient in Microsoft Office suite
Must own laptop and have access to WiFi

Position

6 month Contract , Part-time. Position open until filled

Wage

\$12 to \$15K

Contact

Send the following to brand@touchcle.com

- Resume
- Cover Letter including two (2) brief examples of how your work or experience relates to the responsibilities