



# CORETRUST®

**January 2023**

## **Human Resources Manager**

### **CORETRUST**

CoreTrust is the definitive group purchasing organization (GPO) for an exclusive membership of select private equity held and Fortune 1000 companies. By leveraging the aggregated spend of the collective, CoreTrust enhances member profitability by negotiating and offering contracts with competitive pricing for core products and services.

Serving 2,800+ members, CoreTrust helps members realize sustainable, double-digit savings by drawing on our extensive contract portfolio and expertise. This unique and highly compliant business model affords most members double-digit savings across all categories.

CoreTrust contracts enable companies to track and measure success in achieving financial targets and compliance in the areas of indirect spend, information technology, human resources, and facility infrastructure, in verticals including private equity, retail, manufacturing, and hospitality.

### **RESPONSIBILITIES:**

- Develop and administer human resource policies, practices and procedures that are aligned with the strategic objectives of CoreTrust.
- Partner with the CHRO and leadership team on the execution of the HR strategy.
- Maintain and monitor for accuracy of the Human Resource Information System.
- Manage the talent acquisition process, which include recruitment, interviewing, and hiring of qualified job applicant.
- Manage the recruitment/new hire process including scheduling and completing all new hire documents with new employees.
- Oversee the new hire orientation and onboarding process.
- Develop and maintain the performance management systems.
- Identify learning and development programs and initiatives that provide internal growth and development opportunities for all employees.
- Work with external HR business partners to update services, monitor and ensure compliance.
- Provide support and guidance to staff in all areas of employee relations engagement.



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- Manage employee relations issues, including investigating complaints and providing recommendations for solutions.
- Prepare HR related monthly and quarterly reports for the executive leadership team.
- Conduct all exit interviews, market surveys, and compensation analysis as needed.
- Maintain organizational compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Administer compensation programs to insure equity.
- Determine and recommend employee relations practices to ensure a great place to work for every employee.
- Monitor Federal, State and local laws related to HR and respond appropriately.

## **QUALIFICATIONS:**

- 5 years of progressive HR experience
- Bachelor's degree preferred
- SHRM or HRCI certification a plus
- Strong organizational and leadership skills
- Experience with administration of benefits and compensation plans and other HR programs
- Strong experience in talent acquisition and recruitment processes
- Strong experience with employment laws and practices

## **COMPETENCIES**

### **Achievement Focus**

Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risks to accomplish goals.

### **Business Acumen**

Aligns work with strategic goals. Conducts cost-benefit analyses. Demonstrates knowledge of market and competition. Displays orientation to profitability. Understands business implications of decisions.



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## **Change Management**

Builds commitment and overcomes resistance. Communicates change effectively. Develops workable implementation plans. Monitors transition and evaluates results. Prepares and supports those affected by change.

## **Communications**

Exhibits excellent listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

## **Inclusion and Diversity Commitment**

Builds an inclusive and diverse workforce. Demonstrates knowledge of EEO policy. Educates others on the value of inclusion and diversity. Promotes a harassment-free environment. Shows respect and sensitivity for cultural differences.

## **Initiative**

Asks for help when needed. Looks for and takes advantage of opportunities. Seeks increased responsibilities. Takes independent actions and calculated risks. Undertakes self-development activities. Volunteers readily.

## **Innovation**

Develops innovative approaches and ideas. Displays original thinking and creativity. Generates suggestions for improving work. Meets challenges with resourcefulness.

## **Project Management**

Communicates changes and progress. Completes projects on time and within budget. Coordinates projects. Develops project plans. Manages project team activities.

## **Recruitment & Staffing**

Analyzes and forecasts staffing needs. Exhibits sound interviewing skills. Makes quality hiring decisions. Presents positive, realistic view of organization. Utilizes recruitment sources.



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## **Strategic Thinking**

Adapts strategy to changing conditions. Analyzes market and competition. Develops strategies to achieve organizational goals. Identifies external threats and opportunities. Understands organization's strengths and weaknesses.

## **Teamwork**

Balances team and individual responsibilities. Contributes to building a positive team spirit. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Puts success of team above own interests.

## **Use of Technology**

Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

**Department: Human Resources**

**Supervisor: CHRO**

**Compensation: \$85,000-\$100,000 plus bonus and a full suite of Benefits that include Medical, Dental, Vision, PTO, 401(k) match, and Flexible Spending Account for Child Care**

For more information about CoreTrust, please visit the website:

<https://www.CoreTrustpg.com>