

Human Resources Manager

As one of the country's fastest growing online retailers, Chic Soul relies on the efficiency and effectiveness of our office and warehouse. We consider our office and warehouse to be a well-oiled machine, driven by a customer-centric mentality. To deliver on our promise to consumers, we count on exceptionally talented, bright, and committed people.

The Human Resources Manager duties involve a wide range of support activities that include, supporting our leadership team, developing and improving our culture, recruiting and retaining top talent, and creating better efficiency and productivity with our teams.

Responsibilities:

- Support leadership team to develop a strong staffing plan
- Participate in recruiting events in the community
- Develop and build a thriving culture within the company
- Conduct orientation sessions for new employees
- Maintain knowledge of industry trends and employment legislation and ensures organization's compliance
- Consult with legal counsel as appropriate, or as directed by the CEO
- Ensure the Human Resources department is organized and operates smoothly to attract, hire and retain our employees
- Lead and monitor payroll and benefits activities related to health insurance, supplemental insurance, and 401(k) programs
- Provide support for any conflict management
- Assist in documentation and improvement of processes
- Assist with and coordinate other projects as requested

Skills and Qualifications

- 5+ years Human Resources or relevant management experience
- Proficient computer skills
- Possess a positive attitude, high sense of urgency and self confidence complemented by strong communication skills, both written and verbal
- Entrepreneurial spirit, self-motivated, sets priorities, meets deadlines, problem solves, and handles multiple tasks simultaneously
- Strong work ethic with a desire to succeed, grow and learn
- Strong people skills
- Ability to think strategically, execute effectively, and deliver high quality work against tight deadlines
- Current on labor and employment laws
- Available to work extended hours

We are the fastest growing boutique in the country and would love to bring in a motivated individual who is ready to make an impact and have fun!! If this sounds like the perfect role for you, please submit a resume and cover letter to apply for this position. Please e-mail chicsoulhr@gmail.com.

We are an equal opportunity employer.

Job Type: Full Time

****Bonus eligible immediately & PTO eligible****