

**Operations / 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.  Our customer-centric mentality and team atmosphere allows us to listen and respond to our customers quickly and effectively. To deliver on our promise to our customers, we count on exceptionally talented, bright, and committed people.

The Operations / Human Resources Manager will be a key member of the team responsible for a wide range of support activities including; supporting and developing our leadership team, building the culture, coordinating administrative, HR, and warehouse functions and staff, and creating better efficiency and productivity with our teams.

**Responsibilities:**

* Lead efforts to ensure the warehouse operates at peak efficiency, with customer satisfaction being the primary goal, through planning, organization, training and leadership
* Establish actions and performance plans, creating a culture of ownership and accountability, to meet customer expectations
* Develop communication methods to understand daily function and strategic challenge of the administrative and warehouse teams to reach productivity goals
* Work with leadership team to develop a strong staffing and retention plan for the company
* Build and deliver training programs to develop and strengthen the talent
* Develop, support, and influence our Quarterly Internship Program and part-time associates.
* Develop and build a thriving culture in the company
* Lead the Human Resources department including associate relations and culture building
* Accurate processing of payroll and employee time/attendance tracking
* Administration of benefits programs including benefit contracts, costs control and associate

enrollment/education

**Skills and Qualifications**

* 5+ years Human Resources experience including staffing planning, associate relations, training, payroll and

benefits administration

* Experience with warehouse management procedures including inventory controls
* Proficient computer skills with MSOffice products, HR management systems and inventory control systems
* Outstanding communication skills, both written and verbal
* Strong leadership, organizational, multitasking, interpersonal and problem-solving skills
* Available to work extended hours if necessary

**\*\*This role is bonus eligible immediately\*\***

**\*\*This role is PTO eligible after 90 days of service\*\***

**401(K) Automatic Contribution and Profit Sharing eligible after 1 year of service**

**Salary: $60-70K**

**Please contact** **careers@chicsoul.com** **to apply**