

Development Manager

The Development Manager will provide a high level of Human Resources support by assisting in the design, development and delivery of business solutions. This individual will serve as a business partner in identifying and developing strategies and plans related to personnel needs and HR policies and procedures.

- Major responsibilities include design and delivery of:
 - policies and procedures;
 - performance management systems;
 - hiring and orientation processes;
 - job descriptions;
 - employee and supervisory training;
 - employee communications ;
- Provide guidance for all HR related concerns, including employee performance issues;
- Ensure compliance regarding all employment laws;
- Develop HR initiatives and programs to promote consistency.

Requirements:

- BA/BS college degree in Human Resources, Business Administration or a related field required. Master's Degree preferred.
- Strong organizational and leadership skills.
- Strong analytical skills and the ability to think systemically.
- Excellent interpersonal, verbal/written communication and facilitation skills.
- Ability to manage multiple priorities.
- Must be proficient with PC skills including Word, Excel, PowerPoint, E-Mail and HR Systems.