

***EmergencyCare's mission is to save lives and positively impact health, well-being and safety in the communities we serve.***

**Job Title:** Human Resources Manager  
**Positions:** Full-time/salaried exempt  
**Location:** Erie  
**Shift:** Office hours Monday-Friday

The Human Resources Manager is responsible for the supervision of the HR department and the day-to-day management of all human resources functions including but not limited to employee relations, performance management, policy management, compensation, benefits and recruiting.

The successful applicant will maintain knowledge of legal requirements and government reporting regulations while ensuring policies, procedures, and reporting are in compliance. This position requires familiarity with Affirmative Action plans and employee statistics required for associated government reporting.

The incumbent will manage annual open enrollment for benefit plans and administer benefits programs such as life, health, dental and disability insurances, retirement plans, paid time off, and FMLA along other leave policies.

The successful applicant will have the demonstrated ability to successfully maintain confidentiality, and keep accurate records related to all aspects the human resource's function.

Education/Experience required:

- Bachelor's Degree with concentration in Human Resources OR
- Bachelor's Degree in a related field with two to four years HR management experience
- Must possess strong supervisory, planning, and interpersonal skills along with excellent written/verbal communications skills.
- Must have the ability to make sound decisions with the ability to effectively problem solve.
- Must have current Driver's License
- Must be proficient in MS Office products.

Preferred Experience:

- Experience with ADP HRIS software, Makeshift Scheduling software
- Ability to learn new software as needed.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.