Position: Human Resources and Office Manager
Full-time | Memphis, TN

Salary Range: Starting at $45,000, based on experience

The human resources and office manager is responsible for the administrative support of day-to-day human resources and office operations. This position requires an extremely perceptive person who can relate to individuals at all levels within the organization. The manager must be sensitive to employees' goodwill and business needs.

Roles & Responsibilities

- Handles employment from application intake, and background clearance to onboarding.
- Oversees confidential documents and personnel file maintenance; updating human resources systems (i.e. payroll, performance management, etc.).
- Assists with recruitment, interview process and the new hire experience.
- Prepares job postings and offer letters.
- Assists in maintaining and updating policies, procedures and handbooks with support and guidance from the Director of Human Resources.
- Assists with benefits administration; point of contact for employees and insurance broker.
- Maintains confidential personnel files and personnel action
- The main contact for office leases and vendors; maintain relationships, coordinate scheduling, and communicate with staff as needed. (i.e. cleaning company, exterminator, first aid, AED maintenance, etc.)
- Manages office and cleaning supplies, food and beverages; keeps stocked and organized.
- Responsible for reviewing, allocating, and approving invoices to submit for payment; will call vendors to correct billing as needed.
- All other duties as assigned.

Required Education & Experience

- High school diploma or equivalent required; Associate degree preferred, plus four years of human resources and/or office/clerical-support experience.
- Demonstrated ability to multi-task, plan, organize, and implement multiple projects and meet deadlines.
- Ability to adapt to shifting priorities.
- Competency with Microsoft Office365, especially Excel and Word.

How to Apply

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to habitathr@memphishabitat.com. No phone calls please.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to meet employment verification requirements, pass pre-employment screenings, background checks, and sex offender registry checks.

About Habitat for Humanity of Greater Memphis

Habitat for Humanity’s vision is a world where everyone has a decent place to live, and since 1983, Habitat for Humanity of Greater Memphis has been working to realize that vision in Shelby County. Memphis Habitat partners with people in our community to help them build or improve places they can call home through new home construction, rehabilitation work and Aging in Place home modifications for seniors. Our employees enjoy a relaxed work environment and a real opportunity to make a difference in our community.