



HR Manager

We are looking for an experienced HR professional who loves the challenge of being a Department of One for a growing Renewable Energy firm headquartered in Bucks County, PA.

Morningstar Corporation has been a leader in the off-grid solar industry since its founding in 1993. We have always placed great emphasis on hiring talented employees who are proud of their contributions to the company's growth. As HR Manager, you will report to the CEO and be responsible for all HR and HR-related functions. This position requires adaptability and a strong curiosity for learning as you grow.

Duties/Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy.
- Provides support and guidance to management and other staff when issues arise
- Performs and/or oversees varied daily tasks required to administer and execute human resource programs including, but not limited to, compensation and benefits, disciplinary matters; onboarding new hires, performance and talent management; productivity, recognition, employee experience, and training and development.
- Coordinates recruitment processes in collaboration with hiring managers.
- Maintains compliance with federal, state, and local employment laws and regulations.

Required Skills/Abilities:

- Bachelor's degree in Business, Psychology, HR, or related area
- Five years of human resource management experience.
- Experience with developing career paths and training initiatives
- Experience with compensation planning
- Knowledge of benefits administration, employment-related laws, and regulations.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.

Preferred Skills:

- MBA or other graduate degree program or SHRM-CP
- Proficient with Microsoft Office Suite and Google Chrome
- BambooHR or other HRIS experience
- Knowledge of Salesforce, Quickbooks, Paychex
- Exposure to basic Accounting principles

Morningstar Corporation offers medical, dental, and vision insurance plans with a Health Savings Account. You have opportunities to become an owner of the company through stock options and an Employee Stock Purchase Plan.

Please send a cover letter, resume & salary requirements to careers@morningstarcorp.com.