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**People Person**

**Job Title:** People Person

**Department:** Human Resources

**Reports To:** President

**Location:** Florence, KY

**FLSA Status:** Non-exempt employee

**Summary:** The People Person is responsible for performing HR-related duties on a professional level and works closely with senior management to ensure compliance. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, and recruitment/employment.

**Essential Duties and Responsibilities** include the following:

* Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of policies and procedure manuals.
* Maintains the merit increases for all employees; works with supervisors to determine the increase.
* Conducts recruitment effort for exempt and nonexempt personnel and students, including new-employee orientation, the Cross-training Program, and all appropriate trainings on company policy.
* Performs benefits administration, including approving invoices for payment, communicating with employees about benefits information, maintaining employee information and ACA reporting (monthly).
* Ensures compliance with federal, state and local employment laws, and USCIS Form I-9 Employment Eligibility Verification; periodically audit personnel files and I-9 forms.
* Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
* Advises management in appropriate resolution of employee relations issues.
* Responds to inquiries regarding policies, procedures, and programs.
* Demonstrates knowledge of EEO policy; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
* Organizes all necessary training sessions for Legion interns.
* Facilitates Professional Development courses.
* Monitors performance review program to ensure effectiveness, compliance, and equity within organization.
* Investigates accidents and prepares reports for insurance carrier.
* Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
* Maintains human resources information system (HRIS) records and complies reports from the database.
* Other duties as assigned.

**Supervisory Responsibilities**

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

* **Accountability** – Holds self and others accountable for measurable high-quality, timely and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
* **Adaptability** - Deals with frequent changes, delays, or unexpected events successfully.
* **Business Acumen –** Understands and applies information to contribute to the organization’s strategic plan.
* **Change Management** – Assesses the readiness for change and identifies appropriate change strategies.
* **Communication** – Demonstrates the ability to effectively listen; use proper language and etiquette in emails, text messages, and on the telephone; write in a clear, concise manner that avoids mechanical errors.
* **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control.
* **Problem Solving** - Develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor's degree (B. A.) from four-year College or University, plus one to two years related experience and/or training. PHR certification preferred.

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