

Human Resources

Star is a company with a unique, world class culture. We believe that nurturing the growth and creativity of our employees leads to empowered teams that help our clients engage, connect, and convert their audiences every day. Star specializes in the design, manufacturing and implementation of trade show, retail, corporate interior and live event marketing solutions for an array of Fortune 1000 clients.

Description

This position is responsible for leading all Human Resource efforts to include recruitment, training, retention, compliance, compensation, employee relations, and all other functions of Human Resources.

*Do you know where to find niche talent, and the best talent? Do you have a thorough understanding of employment law? Do you have experience in coaching staff? Have you developed compensation plans? Do you know how to put forth actionables to retain a great team? Are you reliable, approachable and consistently demonstrate sound moral and ethical principles? Do you thrive in a fast-paced environment and in a multi-faceted role? **If you answered yes to these questions, we want to hear from you!***

Key Responsibilities

- Manages and administers recruiting process: Job ad placements, sourcing, reviewing applicants, interviews.
- Prepares employees for assignments by establishing and conducting onboarding and employee development programs.
- Benefits Administration, payroll, purchasing and administrative tasks as needed.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Assures competitive and consistent pay practices by preparing pay recommendations, monitoring and recommending individual pay actions, participating in wage surveys and recommending pay structure revisions.
- Ensures employee performance is regularly and systematically evaluated; monitors performance manage process to maintain consistency and fairness across the organization.
- Ensures the health and welfare benefit plans are updated and changes are communicated with employees annually. Responds to questions and issues and forwards inquiries to the third party administrator as necessary. Works with insurance brokers to ensure the best options are chosen for the company and the employees.
- Administers and oversees the Family Leave Act and leaves of absence to ensure compliance and consistency. Attends hearings as necessary and addresses issues that arise regarding the Family and Medical Leave Act.
- Creates and manages all aspects of the Affirmative Action plan.

- Assists in resolving employee relations issues to include conflict resolution, harassment investigations, wage complaints, employee disputes, and general questions. Advises management in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs. Updates and creates Human Resources related documents: Employee Handbook, Job Descriptions, and other related documents.
- Creates and maintains files to include: personnel, benefit, recruitment, timekeeping, termination, leaves, COBRA etc. Keeps records of benefits plans participation such as insurance and 401(k), personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records.
- Counsels managers on employee performance and behavior issues; ensures all terminations are handled appropriately.
- **Solutions provider:** Desire and ability to work within Stars core values (integrity, open honest, and respectful relationships, customer centric, passion, entrepreneurial, nurture growth, fun, fast and flexible, collaboration) in every interaction and be a true representative of a Star employee, STRONG attention to detail and quality focus, excellent interpersonal skills, flexible with a focus on process improvement.

Preferred Qualifications

- Recruitment savvy | Excellent communications skills | Knowledge of state and federal employment laws
- 5-7 years in an HR Generalist or similar role
- Bachelor's Degree in HR or related field of study
- PHR or SPHR certification preferred
- **LANGUAGE SKILLS:** Good grammar and diction. Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **CUSTOMER SERVICE SKILLS:** Using excellent customer service skills which includes maintaining a positive attitude, taking ownership of meeting customer needs, going the "extra mile" for customers, demonstrating a commitment to sharpening skills through education and training, using positive communication, and looking for opportunities to respect customers' time and schedules.
- **WORK ENVIRONMENT:** The work environment is a casual, work hard/play hard environment with state of the art equipment and dog friendly!

Star offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates are encouraged to submit a resume and salary history to: Human Resources, Star Exhibits and Environments, Inc., 6688 93rd Avenue North, Minneapolis, MN 55445 or via email at hr@engagestar.com. EOE