

MARIE SELBY BOTANICAL GARDENS



Position Description

Position: Human Resources Manager
Reports to: Chief Administrative Officer and General Counsel
Status: Full-time / Exempt

POSITION SUMMARY

The Human Resources Manager is responsible for planning, coordinating, and managing the administrative functions of the human resources department. In addition, the Human Resources Manager oversees Selby Gardens' volunteer program across both campuses and provides accounts payable support to the finance team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Responsible for processing bi-weekly payroll. This process includes all data entry for new hires, terminations, and relevant employee updates.
- Maintain all job descriptions and responsible for posting/updating/refreshing all job postings. Additionally, review all applications/resumes for job openings and forward a shortlist of candidates to the appropriate hiring manager. Coordinate and conduct/assist with interviews.
- Complete all background checks for potential hires and monitor results to ensure company standards for employment eligibility are met.
- Coordinate new hire orientations, audit new hire paperwork; follow up with employee for any missing documents and regarding other new hire action items including, but not limited to insurance, payroll, IT, etc.
- Conduct benefit meetings for all newly eligible employees and act as an on-going resource.
- Create and maintain all personnel files.
- Act as a resource to employees regarding policies, procedures, and benefits enrollment.
- Coordinate midyear and annual performance management process.
- Oversee Selby Gardens' volunteer program across both campuses including supervisory for two Volunteer Coordinators.
- Assist with the A/P process including receiving all invoices, sending for approvals, and entering relevant data into the Finance software system.
- Assist with day-to-day operations of the HR functions and duties.

Other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree in business or related field and 2 or more years of Human Resources experience
- One year experience using payroll/HRIS system preferred but not required
- Experience working within a nonprofit environment is highly desirable

REQUIRED QUALIFICATIONS

- Self-starter
- Strong attention to detail and problem-solving skills
- Ability to maintain confidential information
- Excellent time management skills and ability to multi-task and prioritize work
- Ability to be flexible and adaptable in a dynamic work environment
- Strong written and verbal communication skills
- Strong interpersonal skills to interact effectively with internal and external clients
- Ability to understand the broad goals of Selby Gardens while remaining focused on the detail-oriented work and follow-through required by the position

EXCELLENT INDICATORS OF A SUCCESSFUL SELBY GARDENS' TEAM MEMBER INCLUDE

- Strong work ethic
- Continuous and eager learner
- Actively lives and communicates the mission of Selby Gardens
- Passion to deliver exceptional service to internal and external customers through attention to detail and innovative methods of saying "thank you"
- Regularly offer innovative approaches to old concepts
- Flexibility and ability to switch gears when needed
- Resourceful, creative, and an initiative taker
- Assumes the best of others
- Approachable, kind, and compassionate
- Genuine authenticity

DIVERSITY AND INCLUSION STATEMENT:

Marie Selby Botanical Gardens is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only Selby Gardens' culture, but our reputation as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.