



## APPENDIX A Source Interlink Career Opportunity Form

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**POSTING DATE:** 9/24/09

**POSITION:** Manager, Human Resources

**DEPARTMENT:** Human Resources

**LOCATION:** Bonita Springs, FL

**REPORTS TO:** VP, Human Resources

**FUNCTIONS:**

- Provide leadership and guidance to Corporate HR staff
- Respond to employee relations, investigation and grievance inquiries
- Policy review and revision
- Recruiting, managing leaves of absences, workers' compensation, coaching and counseling, recruiting, participate in unemployment claims, documentation of all disciplinary procedures and all other employee related events
- Collect, maintain and analyze HR data

**REQUIRED QUALIFICATIONS:**

- Minimum 5 years experience in a HR Management position with a minimum of 2 years in a supervisor role
- Bachelors Degree or 10+ years equivalent experience preferred
- Knowledge of HR Law
- Experience with ADP Enterprise EV4 data entry and ADP Report Smith knowledge preferred
- Excellent communication and negotiation skills
- Strong project management experience
- Must be able to multi-task and work in a fast paced environment
- Must have proficient knowledge of MS Word, Excel and Outlook, Visio
- PHR or SPHR preferred
- Accurate and detail oriented a must
- Travel required

**HOW TO APPLY FOR THIS POSITION:**

Email resume, salary requirements and letter of interest to:

**EMAIL ADDRESS:** [jobs@sourceinterlink.com](mailto:jobs@sourceinterlink.com)