



## Northeast Nursery, Inc.

*Supplying Fine Plant Material & Landscape Supplies*

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Job Title: Human Resources Manager

Department: Corporate

Function: To manage a human resources department, overseeing administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, and long-term staffing strategies. Responsibilities include development and administration of personnel rules and regulations, pay and job classification structure, and programs for employee training, safety, health, and morale.

### Duties and Responsibilities:

1. Administer compensation, benefits and performance management systems, and safety and recreation programs.
2. Identify staff vacancies and recruit, interview and select applicants.
3. Allocate human resources, ensuring appropriate matches between personnel.
4. Provide current and prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion and employee benefits.
5. Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
6. Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
7. Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
8. Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
9. Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
10. Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
11. Analyze training needs to design employee development, language training and health and safety programs.
12. Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
13. Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
14. Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
15. Conduct exit interviews to identify reasons for employee termination.
16. Investigate and report on industrial accidents for insurance carriers.

17. Represent organization at personnel-related hearings and investigations.
18. Negotiate bargaining agreements and help interpret labor contracts.
19. Prepare personnel forecast to project employment needs.
20. Prepare and follow budgets for personnel operations.
21. Develop, administer and evaluate applicant tests.
22. Oversee the evaluation, classification and rating of occupations and job positions.
23. Study legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
24. Develop and/or administer special projects in areas such as pay equity, savings bond programs, day-care, and employee awards.
25. Provide terminated employees with outplacement or relocation assistance.
26. Contract with vendors to provide employee services, such as food service, transportation, or relocation service.

#### Qualifications:

1. Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Management of Personnel Resources -- Motivating, developing, and directing people as they work, identifying the best people for the job.
3. Writing -- Communicating effectively in writing as appropriate for the needs of the audience.
4. Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
5. Speaking -- Talking to others to convey information effectively.
6. Negotiation -- Bringing others together and trying to reconcile differences.
7. Time Management -- Managing one's own time and the time of others.
8. Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.
9. Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
10. Instructing -- Teaching others how to do something.

Contact Person: Wholesale Manager

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*