



**Position Title:** Corporate Human Resource Manager  
**Position Status:** Salary - Exempt  
**Location:** Chicago, Illinois  
**Reports to:** Operating Executive

### **Position Overview:**

D'Orazio Direct Equities (“DDE”), comprised of 5 separate operating entities, has a position open for a Corporate Human Resources Manager, responsible for coordinating all administrative activities related to the organization's personnel, including management of the HR staff at each operating location. Their duties include developing/implementing recruitment strategies, coordination and management of staff benefits, payroll, performance review and onboarding new employees.

### **Duties and Responsibilities:**

- Ensure the organization’s compliance with local, state, and federal regulations
- Responsible for maintaining all portfolio employee handbooks
- Partner with management to ensure strategic HR goals are aligned with business initiatives
- Manage the staffing process, including recruiting, interviewing, hiring, and onboarding
- Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date
- Oversee Safety programs by conducting required OSHA and other applicable safety trainings; coordinate and lead the Company Safety Team, including training and development of safety champions
- Maintains OSHA reporting to ensure compliance with prevailing laws and regulations
- Oversight to all workers compensation activities, audits and claims from the beginning of work-related injury or illness to closing or settlement of claim(s); coordinate and collaborate on investigation of accidents, incidents, and near misses
- Assumes 401(k) Plan Administrator role and administers employee plan entries, withdrawals, loan applications or changes. Works with 401(k) plan platform provider to prepare and submit government reporting requirements



- Resolves employee grievances to include counseling employees and supervisors
- Monitors the unemployment compensation program; ensures documentation is being maintained and protests unjustified unemployment insurance claims as applicable
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; participating in select forums or associations
- Ensure job descriptions are up to date and compliant with all local, state, and federal regulations
- Use performance management tools and KPI's to provide guidance and feedback to portfolio company management team & Operating Executives at D'Orazio Holdings, LLC
- Ensure all company HR policies are applied consistently
- Maintain HR systems and processes
- Assume payroll processing for portfolio entities and at the corporate level
- Conduct performance and salary reviews for HR personnel at portfolio companies
- Collaborate with and provide support and guidance to HR staff at portfolio entities
- Benefits planning and collaboration with DDE insurance brokers
- Design and implement employee retention strategies
- Develop and implement departmental budget(s)
- Facilitate professional development, training, and certification activities for HR staff.
- Travel to portfolio facilities as necessary to support local management and HR resources
- Performs other duties as required.

**Qualifications:**

- A bachelor's degree in human resources, labor relations, organizational development, business, or related area; MBA preferred
- Ten years of practical business experience required
- Professional in Human Resources (PHR) or SHRM Certified Professional (SHRM-CP)
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations



- General business and management experience
- Dependable and trustworthy
- Effective oral and written communication skills with excellent interpersonal skills
- Decision making capability based on analytical skills and critical thought processes
- Ability to influence others and manage change
- Proficiency in Microsoft Office Suite
- Experience with the human resources information system (HRIS); ADP workforce now preferred
- Ability to create a culture of diversity, inclusivity, collaboration, and teamwork
- Experience with analyzing data to guide strategic employment planning

**Physical Requirements:**

- Must be able to remain in a stationary 50% of the time working with a computer
- Must be able to move up to 15 pounds at times for various needs
- Must be able to access all areas of a manufacturing facility to determine needs
- Normal factory/office environments involving seasonally fluctuating temperatures, dirt, dust, noise, move across the office to access filing cabinets, office machinery, etc.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their jobs, absent undue hardship. The Employer retains the right to change or assign other duties to this position.