



Icon: Human Resources Manager - Full Time

Position Overview

Our client, **Icon Marketing Communications**, located in the art district in Covington, KY is currently seeking a **Human Resources Manager** to join their team. This role will enjoy a **hybrid** work schedule, working in the office and remotely, as well as an extremely collaborative environment that promotes strong employee relations and development in the company. Icon is rapidly growing and needing a driven HR professional who can take ownership of this role and continue to expand direction as the agency develops.

The Human Resource Manager is responsible for overall administration, coordination, and evaluation of all HR functions. This includes managing full cycle recruiting and on-boarding, as well as benefit and compensation management. This position will collaborate with leadership to develop and implement HR strategies and initiatives that align with the company's vision and values. Our team is our most important asset, and this role is a key component to maintaining and enhancing our company culture.

Are you a HR guru with strong leadership skills who thrives in a creative and collaborative environment? If so, let's talk!

Key Responsibilities

- Collaborate with leadership on recruiting, talent acquisition and retention. Lead the full-cycle recruitment process for all positions
- Manage Payroll and Benefit administration process ensuring all data is accurate and up to date
- Responsible for executing new employee onboarding program including executing pre-employment, new hire, and benefits orientation; as well as preparing and processing new hire paperwork and files
- Coach leaders on a consistent and effective quarterly and annual performance review process as well as manage timelines
- Keep up to date on Federal, State and Local compliance matters, making recommendations on improvements as needed
- Confidentially work alongside leadership and team members by handling questions, guiding, and administering policies that help resolve work related issues

Requirements

- Working experience as an HR Director, Manager, or other HR Professional
- Degree in Human Resources or related field
- In-depth knowledge of labor law and HR best practices
- PHR/SHRM-CP or SPHR/SHRM-SCP certification preferred

Desired Attributes

- Excellent active listening, negotiation, and presentation skills
- People oriented and results driven
- Ability to problem-solve & multi-task
- Competence to build, and effectively manage interpersonal relationships at all levels of the company
- High degree of attention to detail
- Strong coaching development skills
- Confident, curious and thrives in a creative, fast-paced environment

Benefits & How to Apply

Benefits include a competitive base salary, being part of a growing company, as well as a competitive and comprehensive benefits package including 401(k) match, healthcare coverage, dental, vision, life insurance, long-term and short-term, and disability coverage.

A Slice of HR is working with this client on a retained search basis. If you meet the qualifications and want to join this team of talented individuals, please send your resume to **katie@asliceofhr.com**.