

JOB DESCRIPTION

JOB TITLE: HR Manager
REPORTS TO: President
DEPARTMENT: HR

Who are We?

We're Chandler Asset Management, an employee-owned and independent financial services company; our concentration centers on managing taxable fixed income portfolios that are aligned with our institutional clients' needs. We manage more than \$22 billion in assets and believe in the philosophy of creating value and managing risk with active management, using robust quantitative analysis and qualitative insights.

Who is ideal for this role?

The focus of this job is making connections with people, motivating and inspiring them to achieve results. Poise and an engaging, empathetic communication style based on natural warmth and enthusiasm is the key to achieving the goals of this job. Creativity and planning are critical to lead our continued growth efforts. While the job requires strong initiative and self-direction, results are only achieved by gaining the commitment and buy-in of team members. Initiating projects and processes beyond established organization practices will often require training and developing others and enlisting their support by using a "selling" rather than "telling" communication style. A self-confident, extroverted style that can enliven, engage and positively impact individuals and groups is essential. The job has a variety of tasks and is dynamic and changing. The ability to understand, quickly react and successfully influence and persuade others to adapt to the changing environment is a critical key to success. In general, the core of this position requires a motivated and motivating team builder and organization developer.

If you are a proven HR professional that's got what it takes to be a part of our team, please send your cover letter and resume to careers@chandlerasset.com.

What do we value?

Great People with Great Values. Integrity, service, excellence, education and teamwork are the values that define the culture at Chandler Asset Management.

In addition to our core values, our culture is defined by 27 fundamental behaviors that describe our culture, set us apart and drive our success. From the beginning, we've always wanted to deliver total piece of mind through extraordinary performance. We believe our extraordinary performance and culture are driven by our dedicated and committed people.

What's the job all about?

The HR Manager will provide oversight and administration of all aspects of the Human Resources functions for the firm. An HR Manager at Chandler is an integral part of the organization's ability to protect and drive the evolution of our culture by connecting with our people and motivating and inspiring them to achieve results. Our culture is driven by our dedicated and committed people who embrace and exemplify our Values and Fundamentals. The HR Manager is responsible for developing and implementing HR strategies and initiatives to keep our people and processes performing at their best. The position will report to the Chief Operating Officer and will work closely with department leaders.

The essential functions of the role also include:

- Enhance the organization's human resources and culture by planning, implementing, and evaluating employee engagement and human resources policies, programs, and practices.
- Maintain our work structure by updating job requirements and job descriptions for all positions.
- Support organization staff by establishing a recruiting, testing, and interviewing program; counseling leaders on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepare employees for assignments by establishing and conducting orientation and training programs.
- Work with the Compensation Committee to manage compensation plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.

- Ensure planning, monitoring, and appraisal of employee performance results by training leaders to coach employees; scheduling performance management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implement employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforce management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retain historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Cultivate professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Maintain confidentiality and use discretion with sensitive information

What can you bring to our team?

Would you define yourself as a self-motivated, proactive and performance-oriented Human Resources leader that is creative and trustworthy? We are seeking someone who is prompt and precise with a high-level of integrity that aligns with our values and commitment to our client-centered approach! The ideal candidate is someone who has experience in the various functions of HR, with strong organizational skills and the ability to lead and influence others positively. You have sincere appreciation for people and how they are uniquely motivated coupled with the initiative, dynamism and strong sense of responsibility to deliver the desired results!

This Team Member will have:

- Bachelor's degree in Human Resources or related business field
- 5+ years of experience in progressively responsible human resource roles
- 3+ years of experience in labor relations and employee relations
- PHR/SPHR certification preferred
- Demonstrated ability to improve employee morale and company culture
- A high level of professionalism and integrity is a must.
- Excellent interpersonal communication and relationship-building skills
- Comprehensive understanding of local, state and federal employment laws and best practices
- Detail-oriented
- Interested in learning and growing in knowledge and responsibility
- Self-motivated
- Able to work independently
- Team player
- Good interpersonal skills

What we can offer you!

- Medical, Dental & Vision
- Life & AD&D
- Short-Term & Long-Term Disability
- Accident & Critical Illness
- Employee Assistance
- Travel Assistance
- Flexible Spending Accounts
- PTO
- Paid Holidays
- Fun Company Events

Ready to join our team?!

Please note before submitting an application: as a company, we take hiring very seriously. Although we are unable to follow-up with each and every applicant, we do our best to run a thorough process for candidates with whom we identify a potential fit. Chandler Asset Management provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity or gender expression.