



Human Resources Manager

Who We Are

AIM is a dynamic association management company of 55 professionals serving eight scientific societies. We are one hundred percent employee owned and managed and attribute our success to our diverse, talented, and passionate team of professionals. Our culture, fueled by our values of respect, integrity, teamwork, innovation, and excellence, fosters a creative and positive atmosphere.

HR Focus

The Human Resources Manager is the keeper of our culture and our values, which serve as the foundation for how we treat each other, make decisions, relate to our clients, and manage our work. Provide advice and counsel to the leadership team, supervisors, and individual contributors to help each member of the team feel valued and do their best work.

Collaborators

The HR Manager will run a one-person HR shop with assistance from the corporate team and external vendors and partners to run all aspects of human resources in an employee-centric environment. A servant-leader mindset is key to effectively support all members of the team. Collaborators include:

Co-workers

- President, BambooHR administrator; accountant, meeting planners, receptionist

Vendors

- BambooHR/HRIS; Kaiser/Health Insurance; Humana/Dental and Vision Insurance; Lincoln/Life Insurance; AFLAC and Legal Resources/voluntary plans; SmartBenefits

Partners

- USI/Employee Benefits Broker; WEX/Employee Benefits TPA; VOYA/401(k) plan; PBMares/401(k) TPA; Wilbanks, Smith & Thomas/401(k) Broker; USI/Corporate Insurance

Supervises

Receptionist

Basic Requirements

- Bachelor's degree in Human Resources, Business Administration, or related field
- SHRM-CP/SHRM-SCP preferred
- Five to seven years of progressively responsible experience in human resources positions
- Facility with BambooHR or similar HRIS platform

Day-to-Day Responsibilities

- Oversee and employ external recruiting efforts to hire the best talent to join our team. Consult with hiring managers to develop job descriptions and collaborate with the President to manage offer letters and other employment correspondence.
- Assist Executive Directors with internal staffing at peak times of client activity.
- Research, develop, recommend, and implement a competitive total compensation and benefits package.
- Develop and deliver internal corporate communications and messaging, such as emails and the weekly AIM Team Meeting (ATM) PPT presentation.
- Collaborate with the Meetings department to create and carry out educational, charitable, and just plain fun activities for in-person and remote staff.
- Serve as the plan administrator for BambooHR and all employment benefit plans including the 401(k) plan.
- Work closely with the BambooHR Administrator to ensure the system and its contents are kept up to date. Support the payroll operation.
- Develop and maintain relationships with vendors, benefits brokers, third party administrators, staffing agencies, and other external partners.
- Provide guidance and leadership regarding employee relations issues to resolve concerns and performance issues.
- Oversee front office operations (reception area) to ensure consistent front door and phone coverage during all working hours.
- Maintain knowledge and ensure compliance of laws, regulations, and best practices to operate a fair and informed human resources operation.
- Develop and update policies and procedures as needed and maintain the Employee Handbook.
- Perform other duties as assigned.

Skills You Need to Succeed

- Function as a strategic advisor to senior management to establish sound HR strategies and practices to support our team and the work they do for our clients.

- Strong emotional intelligence and problem-solving skills and the ability to build and sustain trust at all levels of the company.
- Outstanding people skills: Proactive, creative, energetic, collegial, and collaborative with an open-door policy to be responsive to the individual needs of the team.
- Work with a high level of confidentiality and professionalism, demonstrating sound judgment.
- Experience writing workplace communications.
- Proficient with Microsoft Office Suite or related software.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate all areas of the facility.

We'd Love to Hear from You . . .

If you are looking for a place to land where you can have a positive impact on the culture, the people, and the future of our company, please send us a resume and cover letter telling us why that appeals to you. Direct your correspondence to HR@aim-hq.com. **No third parties.** To learn more about AIM, visit us at www.aim-hq.net. We look forward to hearing from you!