

At Fox Run, continuing care retirement community located in Novi, MI, we are dedicated to setting the standard of excellence for residents with a steadfast focus on helping our residents live better lives. Qualities like respect, caring, communications and teamwork are complimented by a commitment to professionalism. We see ourselves as a family which allows us to provide our staff with an engaging company culture and a career where you can make a difference in peoples' lives every day. With a beautiful scenic campus, a community centered on values, and workplace that inspires you to do your best every day, it's no wonder our team members are proud to call Fox Run their second home.

We are looking for an experienced Senior Human Resources Manager. This position will be responsible for assisting the HR Director in coordinating department functions. Serving as a liaison to and is responsible for assisting department managers/supervisors, employees and potential employees with all aspects of employment including recruitment, retention, training, and counseling, compensation, and employee benefits. Candidate must be customer focused and have the ability to work in a fast paced environment.

Senior Human Resources Job Responsibilities Include:

- Provide an advocacy/consulting role for employees experiencing problems/issues that impact their jobs.
- Assist in responding to employee relation issues in partnership with the appropriate manager/supervisor
- Assist in the formation and interpretation of policies and programs.
- Develop, facilitate and deliver management training and other employee workshops and classes.
- Administer and monitor benefits plans to include health, EAP, tuition reimbursement and retirement programs. Facilitate employee communications to enhance the understanding and appreciation of the benefits programs.
- Coordinate and develop employee event planning and employee development programs.
- Monitor employee appraisal process

Qualifications:

- Must have a minimum of five years of relevant Human Resources experience
- College degree, PHR or SPHR preferred
- Ability to initiate and implement necessary plans and programs to ensure legal compliance
- Must be able to handle multiple tasks simultaneously
- Must be proficient with MS Office

Fox Run offers opportunities for training, development and advancement. We will also support you with comprehensive benefits, including health insurance, retirement plans, paid time off and tuition reimbursement.

Qualified candidates may apply on www.ericksonliving.com/careers and click on Detroit jobs.