**Max One LLC.**

**How to apply:**

Email cover letter and resume to Jeff Jervik at jjervik@Max1Nutrition.com

**Human Resources Manager, Learning & Development**

**Position Overview:**

Max One LLC, franchisor for more than 100+ retail locations across the country and manufacturer and distributor of Max Muscle supplement products, is looking for a Senior Human Resource professional. The Human Resources Manager will be responsible for managing and administering all HR activities for our rapidly growing franchise organization with a heavy focus developing, implementing and maintaining training programs that foster a positive and engaging culture that aligns with company’s business objectives. This is a hands-on position located at our Franchise Support Center headquarters in Sioux Falls SD.   
  
**Key Responsibilities:**

**Learning and Development**

* Responsible for assessing, designing, developing, delivering and evaluating training and development programs, to align with strategic and operational objectives of Max One LLC.
* Identifies and assesses current and future training needs and opportunities through job analysis, consultation with supervisors and employees and other appropriate sources.
* Creates and maintains curriculum including training manuals, documentation, guides and course materials such as handouts and visual materials. Updates training process/documentation as needed.
* Identifies, communicates, and reinforces best practices and designed behaviors; empower team members with the skills and information they need to succeed in their jobs.

**Employee Relations, Compensation, Benefits, Recruiting**

* Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
* Participates in developing department goals and objectives.
* Coaches on performance and employee relations issues and advises managers on organizational policy matters.
* Plans and conducts employee onboarding and training programs.
* Administers compensation programs and revises as necessary.
* Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees.
* Conducts recruitment efforts for all exempt and nonexempt personnel, and temporary employees; writes and places advertisements.

**Performance Management**

* Maintains company organization charts
* Manages, executes, coaches and provides guidance for all aspects of the performance review process. This includes goal setting, quarterly review process, merit increases, incentive bonus philosophy and program details and career development plans.

**Organizational Culture**

* Leads internal culture task force to create a culture that engages employees and drives results. Identifies and implements best practices to increase employee engagement including feedback sessions, focus groups, roundtables, etc.
* Plans and executes periodic teambuilding events that promote a fun work environment and fosters a positive organizational culture.
* Develops internal rewards and recognition programs.

**Communication**

* Strategizes, co-writes, and edits company-wide communications across all mediums ensuring correct and consistent dissemination of messaging.
* Proactively spots opportunities to communicate to employees and franchisees and use sound editorial judgment to determine the internal issues and news that would be of interest to them.
* Partners with internal groups to understand communication needs and to develop content.
* Maintains oversight of meeting and event calendars and updates/communicates as needed.
* Coordinates monthly staff meetings.
* Other job duties as assigned.

**Skills/Qualifications**

* Minimum five years of HR experience.
* Intermediate proficiency with Word, Excel and Powerpoint.
* Excellent organizational, time management and general office skills including strong calendar management skills.
* Strong interpersonal and oral/written communication skills.
* Experience blending traditional communications tactics with new media a plus.
* Thrives in fast-paced, rapidly changing business environment.

**Education**

* Bachelor’s Degree in Human Resources or related field or equivalent experience
* PHR, SPHR, SHRM-CP, or SHRM-SCP certification preferred