



DISTINCTIVE
DRYWALL

Growing company is looking for a self-motivated A-Player to join our team as a Human Resource Manager

- If you want to use your skills and experience to assist leaders in creating a high performing work environment, foster the development of great people and build a winning team...
- If you want to challenge the status quo and make a difference in our industry and the communities in which we live and work...
- If you want work with a great team that is committed to delivering exceptional results...
- If you want the opportunity to learn, grow, and develop yourself professionally and personally...

Then you have found your **ideal job!**

Position Description:

- **Recruitment:** Creates and executes hiring plan by utilizing creative and effective hiring strategies.
- **Benefits Administration:** Coordinates all benefit enrollments, terminations, and annual renewals with new hires and team members. Ensures benefits and compensation packages align with company vision, is competitive within the marketplace, and attracts top talent.
- **On-boarding/Training:** Leads the on-boarding of all new team members. Develops and administers a training program for new and existing team members to ensure that they are exhibiting company's core values and are delivering desired results.
- **Performance Management/Employee Development:** Enhances and manages performance management system.
- **Documentation & Policy Adherence:** Utilizes best practices to develop company policies, manuals, and handbooks. Ensures compliance of policies, regulations and labor law.
- **Employee Relations:** Manages and conducts internal surveys to assess team member satisfaction, plans and coordinates team member events, creates and manages system for team member recognition, and leads company-wide team member communications.

You are the ideal candidate we are looking for if...

You are **resourceful** and a **highly motivated self-starter** who is able to **drive results**. You take **100% ownership and accountability** in everything you do. You strive for **excellence** and are committed to **continuous improvement**. You have a strong **work ethic** and are willing to put in the **extra effort** to achieve the **best results** possible. You are **enthusiastic**, and have an unwavering **positive attitude**.

You are qualified for this position if you:

- Have 4 year degree
- Have 4+ experience in a similar role and 2+ years recruiting
- Have effective recruitment skills with a proven track record
- Possess strong organization skills and personal efficiency
- Are flexible and resilient in order to respond to changing business needs and priorities
- Are resourceful and always look for solutions when challenged with a problem
- Can communicate well across the organization and with all levels – leadership, management, team members, and candidates
- Possess proficient negotiation skills that enable both parties to be satisfied with the outcome
- Are discrete and ethical and can ensure confidential information is handled appropriately
- Can balance being a team member advocate yet enforcing company policies

Benefits:

- Paid Time Off
- Paid Holidays + Birthday
- Health and Dental Insurance
- Retirement Contribution
- Profit Sharing
- Personal and Professional Development Opportunities

How to Apply:

If you are excited about this opportunity, then take the next step! All qualified candidates should send their resume via email, fax, or mail **AND** then call **612.367.7581 TODAY**. Please be prepared to answer a few brief questions via voice message. Note: Only candidates who complete both requests will be considered.

DISTINCTIVE DRYWALL

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Company:

Since 2001, Distinctive Drywall has been in the business of providing exceptional drywall and painting finishes to many of the finest builders and remodelers in the twin cities. Our foundation and culture are based on our company core values: Integrity, Respect, Excellence, Team Work, Attitude, and Gratitude. We are a progressive and innovative company that has a passion for delivering an exceptional customer experience. We are inspired by making a positive impact within our industry and the communities in which we live and work.