

Job Description: HR, People Manager

Date Created: July 2020	Location: Detroit, Michigan
Reports to: Chief People & Culture Officer	Program/Department: Human Resources
FLSA Status: Exempt	Niche: Energy Efficiency

Company Overview

Walker-Miller Energy Services is a 20-year-old Detroit-based, core-values driven company committed to changing lives through energy efficiency. We create and manage customized energy waste reduction programs that help electric and gas utilities meet mandated energy savings goals.

Our experience driven philosophy of energy efficiency as economic development helps families and businesses save energy and save money. Through innovative, inclusive initiatives, we help build communities by creating local jobs, producing equitable energy savings for all rate payers, and spurring the growth of diverse local businesses.

Our operating philosophy is reflected in our core values. We refer to them as B-Hive:

- B - Boldly Go
- H - Humble Confidence
- I - Inclusive Stewardship
- V - Value Reputation
- E - Extraordinary Experience

Position Summary:

We are looking for a People Manager to help lead human resource management efforts in growing our team. In this role, you will provide strategic HR support to leaders across the organization to attract, retain and grow our team. You will play a key role in the development and implementation of HR programs and initiatives and a key role in driving the strategic direction of teams as the company grows to meet new demands. In this role, you will use your HR expertise including, but not limited to employee relations, talent acquisition, compensation and learning & development to lead, coach and train a high-performing team member base.

Essential Duties and Responsibilities: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Lead and develop team members based on core values-driven culture that encourages top performance with compassion
- Partner closely with the HR team, including talent acquisition and compensation & benefits to provide best-in-class HR practices that can scale to the dynamic demands of a growing company
- Enable the success of team members, leaders, and the company, ensuring fair and consistent practices that inspire high performance and achievement of company goals.
- Support the development & management of best-in-class HR policies, procedures & protocols
- Act as a key business partner to members of the company to improve HR processes.

- Lead day-to-day HR responsibilities for team of 100+ in partnership with people leaders including performance development /management, investigations, coaching people leaders & team members, talent development, etc.
- Passionately drive results by thinking and acting quickly to ensure the long-term best interest of company objectives
- Stay connected to the competitive landscape, including trends in human resources, talent acquisition, cultivating culture, compensation, and learning & development

Education:

- Bachelor’s degree required in business or a related field, advanced degree a plus
- 5+ years progressive HR experience
- Minimum 2 years HR Manager related experience

Required Skills, Knowledge and Abilities

- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization
- Demonstrated experience with all aspects of human resource management including performance management, talent reviews, investigations, employee relations, compensation, learning and development, onboarding and offboarding.
- Proven ability to manage multiple projects at a time while paying strict attention to detail and deadlines
- Excellent listening, negotiation, and presentation skills
- Excellent verbal and written communications skills
- Self-motivated and able to thrive in a results-driven environment
- Natural relationship builder with integrity, reliability, and maturity
- Ability to prioritize among competing tasks
- Critical thinking and problem-solving skills
- Encourage a positive work environment and culture for all team members
- Strong employee relations expertise and natural employee advocate
- Strong influencing skills
- Experience with Human Resources Information Software (HRIS)
- Natural team player and collaborator
- Strong service and customer orientation
- Strong project management experience

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

The above information describes the general duties and requirements necessary to perform the principle functions of the position. This shall not be construed as a detailed description of all the duties and requirements that may be necessary in this position.

Walker-Miller Energy Services is an Equal Opportunity Employer