



Greater Jamaica  
Development  
Corporation

## **JOB TITLE: HUMAN RESOURCES & COMPLIANCE MANAGER**

**PURPOSE AND SCOPE:** To manage employee benefits, records, motivation, morale and retention. And to effectively monitor compliance throughout the organization.

### **FUNCTIONS AND RESPONSIBILITIES**

#### **HUMAN RESOURCES**

- Manage the staff acquisition process
- Onboarding/Orientation for new employees
- Benefits Administration – maintain medical, dental, vision, life, short-term disability, PTO, TransitChek, 403b enrollment records and invoice approvals
- With Accounting, manage payroll communications and transactions in iSolved
- Maintain employee personnel files
- Resolve employee concerns and issues
- Coordinate the annual employee assessment and performance review process
- Update Employee Handbook
- Consultant oversight
- Offboarding/Exit interview

#### **COMPLIANCE**

- Ensure that the organization is in compliance with the latest employment rules and regulations through communications with our labor attorney, attending educational workshops, reviewing professional publications and participating in professional societies
- Identify weaknesses in procedures and proactively address remediation organization-wide
- Adhere to existing and new compliance regulatory actions relevant to procurement, safety and conduct
- Develop and maintain detailed policy and procedures manuals for staff use
- Ensure that employees are in compliance with the rules and regulations of all regulatory agencies and grantors

#### **KNOWLEDGE, SKILLS AND QUALIFICATIONS**

- Bachelor's degree and a minimum of 5 years+ in related experience
- Discretion, confidentiality and ability to communicate, essential
- Excellent verbal and written skills
- Ability to work on special projects

**BENEFITS**

We are an equal opportunity employer currently offering the following:

- Generous paid time off package (including vacation, sick and holidays)
- Subsidized major medical health plan, plus dental/vision plan
- 403b retirement savings plan (with employer contribution)
- Commuter benefits and subsidized parking
- Health Savings and Dependent Care Accounts
- Tuition reimbursement

**HOW TO APPLY**

Please send your resume and cover letter to [hr@gjdc.org](mailto:hr@gjdc.org)