



HUMAN RESOURCE MANAGER

WILKE FLEURY LLP is seeking a *Human Resource Manager*. This full-time, at-will, on-site, exempt position reports directly to the firm's Chief Operating Officer and supervises other administrative support staff. Teamwork, professionalism and collegiality are prized at Wilke Fleury, so the ideal candidate is capable, hardworking, and has a service-oriented attitude. This position serves as a trusted colleague & supervisor, and provides human resource, payroll and benefits support for the entire firm. A profound understanding of confidentiality, discretion, kindness and effective communication skills is required.

The *Human Resource Manager* at Wilke Fleury is accurate, organized, able to multi-task and juggle multiple priorities. They also have excellent attention to detail. Candidates should possess superior technological skills and an aptitude for basic payroll/H.R./finance principles and practices. A minimum typing speed of 60 wpm is required, as are excellent English, spelling, grammar and punctuation. A Bachelor's or equivalent four-year degree is required, as is professional experience in a law firm or other sophisticated business environment.

DUTIES INCLUDE: Semi-monthly processing of staff payroll and partner draws, posting ads and assisting with recruiting, coordinating interviews, hiring and new employee on-boarding, health & 401K benefits coordination including assistance with annual open enrollment and policy renewals, tracking absences & coordinating daily workflow, interfacing with outside vendors on all items relating to payroll & benefits, annual staff performance reviews, rapport building including staff and other firm events.

REQUIREMENTS ALSO INCLUDE: Must be capable of learning and utilizing software programs as required by the Firm or attorney including but not limited to: Microsoft Word, Excel, Outlook, and Powerpoint, Paychex, iManage, Adobe Acrobat DC Pro, CCC MacroPro, Juris, and the Internet (for research). Candidates must also have a valid California Driver's license.

The salary for his position is \$85K-\$100K depending on experience. Dress code is *business professional*. Work hours are Monday through Friday 8:30 a.m. – 5:30 p.m. To apply for this position, please send your resume and salary expectations to the firm's Chief Operating Officer.

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WILKE FLEURY is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.