

## ABOUT US

Established in 2004, we create and sell HR toolkits for small business.

We are passionate, feisty, creative, and love to laugh! But we work hard with laser focus because we're intrinsically motivated to execute and drive results.

We're growing and need to bring HR on board to help implement programs that help attract and retain the best.

For a view into our world, and this position, visit us at [www.connectsus.com/about/jobs](http://www.connectsus.com/about/jobs)

## We're not looking for just ANY HR person

- ≠ 'Thou shalt' policy driver? (No thanks.)
- ≠ Your claim to fame is planning social events? (Maybe next time)
- ≠ The last time you laughed out loud was 1983? (We're not your people)
- ≠ Debate and thinking outside of the box make you itchy? (No need to apply)



- ≠ This ad offends you? (Further proof that we're probably not your people.)

## Manager, Human Resources

January 2022, Position # 11

### ABOUT THE POSITION

Our new HR Manager will be responsible for:

- ♦ Advising and supporting management and 40 staff members, emphasizing innovation, high performance, continuous improvement and accountability
- ♦ Recommending, creating and administering HR services and programs that align with how we roll, our business plan, and departmental mandates

### YOU HAVE

- ♦ 5+ years of HR generalist experience in a for-profit business
- ♦ Broad knowledge in all areas of Human Resources
- ♦ Proven experience and success implementing HR from the ground up
- ♦ Proven ability to execute on initiatives without administrative support
- ♦ Strong working knowledge of Microsoft® Office® suite
- ♦ Knowledge of HR best practices, including use of technology to facilitate HR initiatives

### HOW TO APPLY

If this sounds like you, we'd love to hear from you! Submit your cover letter and resume (together in one file) by email, by January 31, 2022, to [work@connectsus.com](mailto:work@connectsus.com) and **be sure to quote your name and position number '11' in the subject line.**

We kindly ask that applications are sent by email only—no fax or mail applications—and no phone calls please. You'll receive an email response confirming receipt.

Remember! We don't have HR on board yet and only applicants who are selected for an interview will be contacted.

Once you're hired, we look forward to your improvements to our process!

## ABOUT YOU

- ✓ This ad and its tone resonates with you
- ✓ You're passionate, creative, and understand HR for small business
- ✓ You're accustomed to being a one-person department and jack-of-all-trades
- ✓ The staff you support describe you as friendly, fair, but firm
- ✓ You're also known as uber-competent. You're good at what you do and you're good at people
- ✓ You're happy when you take (calculated) risks and are innovative. You learn from your mistakes
- ✓ You like a challenge and will fight for what you believe in, but also respect diplomacy
- ✓ You're resourceful and roll up your sleeves to make things happen
- ✓ Energy is your middle name
- ✓ You believe that your 'client' is not one individual. Your decisions and actions are driven by what is best for the business as a whole
- ✓ You're an outstanding coach
- ✓ You're known as someone who's trustworthy and does the right thing
- ✓ You care like you're a shareholder

