



At Kesslers Diamonds, our people love what they do, and they love what they can do for our clients. If you are interested in joining our team, we want to hear from you.

We are 100% Employee Owned! Kesslers Diamonds prides itself on having a terrific work environment that revolves around mutual respect, teamwork, and a passion for customer service. This philosophy, coupled with a fun and family-like atmosphere, and a culture that promotes a healthy, fulfilling work/life balance all make Kesslers Diamonds a great place to work. We foster a culture of fun and expect open and honest communication as well as continued personal development.

Kesslers is seeking a culture oriented HR Manager for our Germantown, WI headquarters

What does an HR Manager do at Kesslers?

The HR Manager is a strategic resource who promotes alignment of the Kessler's culture with the strategic business plan of the company. This person focuses on the most valuable asset of the company, our employee owners. By developing HR programs, processes, and systems to help develop leadership, culture and talent in the company, the HR Manager plays an important role in helping Kesslers achieve its growth potential.

How do they do this?

Collaboration and partnership with other leaders and employee owners are the most important keys to success for the HR Manager. The HR Manager has a hand in all aspects of the people process, from recruiting and onboarding to performance management, benefits and compensation. One unique aspect of this role is that Kessler's is 100% employee owned. This benefit is one that the HR Manager will help employees understand, value and celebrate. Success can be measured in many ways, but we look to measure success by your relationships and the positive impact you can provide to all our employees.

The Human Resources Manager is heavily involved in many areas of the business. This list of duties and responsibilities is not all inclusive and may be expanded as management deems necessary.

- **Company Culture and Employee Relations**
 - Build strong, positive relationships with employees and other leaders to support and enhance the caring company culture

- Develop and implement appropriate HR policies and programs that support our company culture
- Develop communication practices to effectively share information with employees across all locations
- Counsel employees with empathy on a variety of topics and provide referrals for services as needed
- Coach leaders on how to offer guidance and support to their team members
- **Compensation and Benefits**
 - Develop and execute processes that ensure proper compensation levels and programs are maintained to motivate and retain employees
 - Partner with third party providers/brokers to manage the administration of all employee benefit programs
 - Evaluate employee benefit programs to ensure the company is providing an enticing and effective benefit package that aligns with employee needs
 - Facilitate annual open enrollment process
- **Talent Management**
 - Develop and lead a staffing and recruitment process to support the needs of a growing and changing business
 - Support employee training and development programs
 - Oversee performance management process and lead performance management initiatives
- **Employee Stock Ownership Plan (ESOP) Administration**
 - Partner with leaders and third party service providers to manage the company's ESOP
 - Promote the spirit of employee ownership within the culture
 - Support activities of the internal employee ESOP committee
- **Organizational Support**
 - Provide HR support to leaders including managing employee relations, communications and organizational design
 - Provide leadership, direction, and support of all statutory and regulatory requirements
 - Ensure compliance with federal and state regulations for employers
 - Evaluate HR programs and systems to ensure alignment with the growing needs of the company
- **Other duties as assigned**

What are we looking for you to bring?

- Bachelor's Degree in HR management, organizational development or related field of study or equivalent experience
- 5+ years of experience in a growing Human Resource capacity
- Strong oral and written communications skills
- Strong organizational skills with the ability to shift priorities and deal with changing demands in an effective manner
- Proven ability to stay current on trends and laws in the human resource space
- Experience with coaching, facilitation, and employee relations
- Proficient in Microsoft Office Suite programs
- Strong business acumen and understanding of the financial drivers of company performance

- Proven success in collaborating with others to deliver results
- Ability to handle highly sensitive information with the utmost confidentiality
- PHR or SPHR certification or similar would be preferred
- ESOP experience is preferred

Kessler's is an equal opportunity employer committed to achieving excellence and strength through diversity. Please know that while we appreciate every applicant's interest, we can only contact those selected for further consideration.