

Job Title: Human Resources Manager
Job Type: Full time employment
Industry: Gaming
Years of Experience: Minimum of 3 years

Novomatic Group of Companies is the largest gaming technology company in Europe and is expanding its business to North America. Novomatic is an integrated, global gaming company producing, distributing and operating high tech gaming equipment in well regulated markets around the world. Our US-subsiararies focus on the distribution of gaming equipment in the North American markets.

In order to strengthen our Operations Team in the US, we are currently seeking a highly motivated, enthusiastic, and hardworking candidate to fill the available position of Human Resources Manager in our Illinois office, located in Mount Prospect, IL.

Human Resources Manager

JOB DESCRIPTION:

The Human Resources Manager guides and manages the overall provision of Human Resources services, policies, and programs for a Company with 50 employees with future growth expected. The Human Resources Manager originates and leads practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity, and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resources Manager reports to the Senior VP of Finance; and assists and advises company managers about Human Resources issues. This position manages:

- recruiting and staffing;
- organizational departmental planning;
- performance management and improvement systems;
- organizational development;
- employment and compliance to regulatory concerns for a multi-state employer;
- employee onboarding, development, needs assessment, and training;
- policy development and documentation;
- employee relations, services and counseling;
- company-wide committee facilitation;
- company employee and community communication;
- compensation and benefits administration including health, dental, vision, disability, workers compensation and 401k retirement;
- maintenance and processing of confidential employee records and files;
- payroll processing;
- budgeting;
- employee safety, welfare, wellness and health;
- charitable giving;

Primary Objectives of the Human Resources Manager:

- Health and safety of the workforce.
- Development of a superior workforce.
- Development of the Human Resources department.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, key employee retention and development, and high performance.
- Personal ongoing development.

Skills/Qualifications

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development.
- A minimum of three years of progressive leadership experience in Human Resources positions.



- Experience with law, compensation, organizational planning and development, employee relations, safety, training, and preventive labor relations, preferred.
- Problem Solving- identify and resolve problems efficiently
- Proficient oral and written communication skills
- Adaptability- adapt to changes in the work environment; manage competing demands, change approach or method to best fit the situation, able to deal with occasional change, delays, or unexpected events
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management.

This position is currently available and the compensation package is commensurate with experience - Please add your compensation expectations together with your resume.

Novomatic Americas Sales, LLC is an Equal Opportunity Employer and does not discriminate against applicants for employment because of race, color, sex, age, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Candidates are subject to pre-employment drug screens and background checks. Employees must meet all requirements of applicable regulatory agencies.

