

RLT

Rachelle Lewis Talent, Inc

Global VFX & Animation Staffing
Creative/Technical/Production/Executive

rachellelewis.com

Position: HR MANAGER

Contract: ASAP – FULL-TIME/STAFF

Contact: talent@rachellelewis.com

RLT is looking for an HR MANAGER for a cutting edge Entertainment facility in Los Angeles (East San Fernando Valley near Van Nuys/Sherman Oaks). This is a full-time permanent position with a truly excellent benefits package and compensation. This is a rare opportunity and more than just a “role”, it is a chance for the right person to have major influence on an exciting company and be a key component of a dynamic management team.

This is an expanding company on a very strong upward trajectory with an impressive portfolio. Currently there are approx. 85 employees and growing. Clients are amongst the largest facilities / licenses / brands internationally.

This is a casual and creative work environment (no stuffiness here), and is populated with industry vets/professionals. Numerous divisions include Animation, VR/AR Content Development and Distribution, Themed Entertainment, Location Based Entertainment, and Branded Family Entertainment Centers.

The right person for this position is proactive, approachable, and a leader who enjoys working in a fast paced, creative environment. You will be responsible, but not limited to planning, directing, and coordinating the Human Resource management activities of the company, supporting the company's mission/vision/goals, effectively communicating with executive management and employees, engagement/retention, consistent application of approved Human Resources policies, and is proactive to regulatory compliance.

RESPONSIBILITIES

- Develop and implement employee-oriented company culture, emphasizing internal control, continuous improvement, key employee retention and development, and high performance.
- Ensure that the new hire orientation processes properly introduce new employees to the company’s history, culture, and long-term objectives.
- Deliver compensation and benefit comparison reports to the executive team each quarter and make recommendations to improve the company’s current offerings.
- Create with new ways to measure employee morale and determine methods for improving overall employee satisfaction.
- Implement overall safety procedures – fire, earthquake, incident prevention, sexual harassment, etc.

- Act as liaison between the company and outside legal and professional resources to ensure all employment policies follow current state and federal laws and regulations.
- Develop existing job descriptions and write new job descriptions.
- Establish a liaison relationship with accounting.
- Develop and grow HR department as the company grows.
- Other administrative duties that may be assigned from time to time.
- Conducting annual reviews and exit interviews.

REQUIREMENTS

- Bachelor' Degree in Human Resources or related business field.
- 5+ years experience in a Human Resources supervisory position.
- Demonstrated ability to improve employee morale.
- Familiarity with latest HR software; specific familiarity with Tri-Net is a plus.
- Must have a comprehensive understanding of local, state and federal employment laws.
- Exceptional interpersonal communication and relationship building skills.
- Must be able to work independently.

To expedite process, please submit resume to talent@rachelelewis.com

****Serious applicants need only apply.**

****If you fit the criteria needed for this position, we will schedule a call with you for the full download on this company and opportunity.**

Thank you.