



[https://www.vc3.com/?post\\_type=jobs&p=5331](https://www.vc3.com/?post_type=jobs&p=5331)

## Human Resources Manager

**VC3**, an innovative IT services solution provider headquartered in Columbia, SC, has an exciting opportunity for a **Human Resources Manager** to join our team. VC3 is a nationally certified Best Place to Work! This position will allow you to grow with a stable IT managed services provider with a 25-year history that is continuing to expand throughout the country. Though being technical yourself is not a requirement, having a natural curiosity about technology is a must.

The ideal candidate will be strategic and innovative in leading employment-related processes and activities essential to support VC3's goals and initiatives while continuing to focus on an outstanding culture. This position reports to our Chief Administrative Officer and works alongside our Human Resources Coordinator.

### Here's what you will be responsible for:

- Recruitment – Develops comprehensive employee branding, recruiting, and retention plans to meet the staffing needs of the company. Develops job descriptions and innovative recruiting initiatives; executes full life-cycle talent acquisition that includes sourcing, screening, interviewing, and hiring throughout the company. Ability to think outside the box and be creative in recruiting efforts.
- Benefits Administration – Administers company's benefit program including health and 401(k) benefits. Ensures employees understand benefit options. Oversees annual enrollment. Interacts with insurance companies, attorneys, third party administrators, consultants, and other benefits vendors.
- Compensation and Performance Management – Serves as the main resource for most compensation and performance matters. Assists in the development and administration of corporate compensation and performance management programs. Provides salary recommendations based on market data, annual budgeted percentages, internal and external equity.
- Manager Support – Coaches and counsels managers on effectively and legally managing employees throughout the employment cycle, to include recruiting, training and development, and separation.
- Facilitates internal employee communications.
- Training and Development – Develops, organizes, conducts, and evaluates training programs for both management and team members.
- Facilitates internal employee communications.
- Serves as a trusted advisor for managers and employees.
- Manages to KPIs such as time to hire, open seats, and turnover.

### Here's the background we think will make you successful:

- 7+ years of Human Resource experience in a professional environment
- Bachelor's degree in Human Resources preferred
- HRCI PHR or SPHR, SHRM-SCP or CP preferred
- Experience working within the IT/software industry is a plus

VC3, Inc.

### Job Location

Columbia, SC | Raleigh, NC |  
Decatur, GA | Memphis, TN

### Date posted

May 13, 2021

- Experience working in a fast-paced, best-in-class environment
- Experience with onboarding acquisitions is a plus
- Ability to see the big picture and provide strategic direction
- Analytical approach to create business case scenarios including financial and employee impact
- Passionate about HR, is solution oriented with strong organizational and time management skills
- Excellent communication skills, both verbal and written, for audiences from all levels within the organization and externally. Ability to build rapport with employees, candidates, clients, and vendors

**And, here is some additional info you will want to know:**

- Work Schedule: Normally 8am-5pm schedule
- Flexibility to accommodate occasional after-hours interviews
- Travel: Ability to travel to remote offices occasionally; less than 10%
- Candidate selected must pass a criminal background, department of motor vehicle and credit check
- VC3 offers a great benefits package, including 401k matching

Cognito.load("forms", { id: "1" });