

JOB DESCRIPTION

Job Title: External Evaluation and Monitoring Manager

Industry: Human Resources

Job Type: Full Time

Company: RISE, LLC

Location: 1408 Suite #2 Sweet Home Road, Amherst, NY 14228

Reports to: Chief Operating Officer

Department: Corporate

Job Definition and General Description:

The EEM Manager is responsible for sustaining and enhancing RISE's human resources by being anticipatory with planning, implementing, and evaluating employee relations. Establish and maintain proficient human resource administration, programs, and practices. Provide mentoring and develop staff by using a supportive and collaborative approach: monitor and evaluate employee performance.

Reporting Relationship:

As an integral part of the operating department at RISE, LLC the EEM Manager will report to the Chief Operating Officer, and also hear directly from all other members/staff within the Operating department. Significant issues warrant straight summary to the Chief Executive Officer.

Duties and Responsibilities:

The EEM Manager is responsible for monitoring and mentoring employees with an encouraging/assisting attitude. Facilitate a contagious sense passion and optimism for RISE employee and company success.

It is essential for the EEM Manager to maintain a historical human resource archive; by implementing an effective and organized filing/retrieval system consisting of past and current records. Maintain professional and technical knowledge of professional development and human resource practice by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.

Position Requirements:

Ideal candidates must find ways around structured and scheduled evaluation meetings by constantly checking in and providing constructive feedback.

An EEM Manager candidate must display the following skills:

- Conflict resolution skills
- The acumen to discern when and when not a worker is reaching his/her full potential
- Ability to communicate messages that spark an individuals intrinsic motivation
- Demonstrate a team playing attitude by working with employees and staff to achieve desired results

Education and Experience:

- Master's degree in Psychology
- Experience in working with a team/ corresponding goal oriented group

Additional Information:

- The EEM Manager will work a 30 work week
- The beginning salary for this positing is \$35,000, paid at bi-weekly intervals with a 5% increase each year