



HR Manager

JOB DESCRIPTION

At Archtop Fiber, our mission is to be the true fiber of your community.

We believe in the power of local connectivity and dedication to bridging the digital divide in rural and suburban cities across the Hudson Valley and beyond. We have seen how larger cities often receive priority for broadband infrastructure upgrades, leaving smaller communities underserved.

Our commitment extends beyond providing reliable Internet and Phone services – We're not just living and working in Kingston, NY we are fully committed to our awesome community. From our fantastic **community programs** to fueling economic growth with improved connectivity and an abundance of tech-driven jobs, we're all about bringing fun and excitement to our neck of the woods!

Summary:

This role is ideal for an HR professional with strong labor relations experience who thrives in a fast-paced, multi-faceted work environment. If you are passionate about fostering a positive workplace while managing union and PEO partnerships, we encourage you to apply.

We are seeking a skilled and experienced HR Manager to lead our human resources functions. You will bring a deep understanding of labor relations, employment laws, and HR best practices, ensuring compliance and fostering a positive work environment. The ideal candidate will have a background in union environments and experience collaborating with a Professional Employer Organization (PEO).

What you'll do:

HR Strategy & Operations:

- Develop and implement HR policies and procedures.
- Manage employee relations, investigations, and dispute resolution.
- Maintain employee records and oversee HRIS systems.

Talent Management & Development

- Lead recruitment, onboarding, and retention strategies.
- Develop training programs to enhance workforce skills.
- Foster a culture of engagement, inclusion, and continuous improvement.

Compliance and Reporting:

- Ensure adherence to federal, state, and local labor laws.
- Maintain accurate employee records and prepare HR reports.
- Monitor workplace safety and handle workers' compensation claims.



Performance & Compensation Management

- Oversee performance appraisal processes.
- Ensure fair and competitive compensation structures.
- Manage benefits administration in collaboration with the PEO.

PEO Collaboration:

- Act as the primary point of contact for the PEO, ensuring smooth collaboration.
- Coordinate with the PEO to manage payroll, benefits administration, and compliance through the PEO.
- Ensure seamless integration of PEO services with internal HR processes.
- Act as a liaison between employees and the PEO for HR-related inquiries.
- Monitor and evaluate the effectiveness of PEO-provided services.

Union Relations:

- Serve as the primary point of contact for union representatives and liaison between management and the union.
- Oversee contract negotiations, grievances, and collective bargaining agreements.
- Ensure compliance with labor laws and union contracts.
- Develop and implement policies that promote a positive working relationship between union and non-union employees.

What you'll bring:

- A positive attitude, collaborative approach.
- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of HR experience, including working with unions and PEOs.
- Strong knowledge of labor laws, employment regulations, and collective bargaining.
- Proven ability to manage union negotiations and resolve labor disputes.
- Experience working with PEOs for HR outsourcing and compliance.
- Excellent communication, negotiation, and leadership skills.
- Excellent communication and conflict-resolution skills.
- Proficiency in HRIS and Microsoft Office Suite.
- Experience in change management and organizational development.
- HR certification (PHR, SHRM-CP, or equivalent) preferred.

What we offer:

- Competitive salary \$93-114K



- Heavily subsidized medical, dental, and vision
- Holidays, PTO, and Flexible work schedules
- 401(k)
- Employee Assistance Program (EAP)
- Life insurance, short & long term disability insurance
- Employee Referral Program
- Employee discount programs

Archtop Fiber is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating a welcoming and inclusive environment for all.

Send resumes to Careers@archtopfiber.com