



# Intercultural

## Montessori Language School

### Human Resources Manager Job Description

#### Our Mission

Intercultural Montessori is a Dual Language Montessori School for students aged 2 years old to 8th Grade. Our unique program combines dual language education with the Montessori approach. We develop global citizens ready to succeed in the multicultural, multilingual world of the future. The school has two campuses, one in the West Loop Neighborhood of Chicago and the other in the heart of Oak Park. Our school is a diverse international community and a wonderful place to work!

#### Job Description

The primary focus of the Human Resources Manager is to run Human Resource functions including hiring & interviewing staff, administering pay, benefits, and leave, and enforcing organizational policies. This individual must consistently demonstrate our core values of respect, commitment, capability, and a willingness to learn.

#### Qualifications:

- Bachelor's degree required
- Minimum, one year of human resources experience
- Exceptional verbal and written communication skills
- Excellent interpersonal, negotiation and conflict resolution skills
- Keen attention to detail, analytical, and problem-solving skills
- Ability to manage time well, prioritize tasks, and adhere to deadlines
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Google Workspace, Microsoft Office, ADP or similar

#### Duties & Responsibilities:

- Review, track and document compliance with mandatory and non-mandatory training, and continuing education.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions.
- Acquire background checks and employee eligibility verifications.
- Implement new hire orientation.
- Perform routine tasks including but not limited to compensation, benefits and leave, disputes, or investigations.
- Handle employment-related inquiries from applicants, employees, and supervisors.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Manage annual performance evaluation process.
- Perform other duties as assigned.

**Salary:** Based on education and experience

**Schedule:** Onsite, Monday to Friday 10:00am to 6:00pm