
Title of Position *	Human Resources Manager
Institution *	The Witte Museum
Position Location: City & State *	San antonio, Texas
Position Closing Date	

About the Institution	http://www.wittemuseum.org
Institution Website Address	

Summary of Responsibilities

The Human Resources Manager is responsible for all human resource functions to include recruitment, retention, employee relations, benefits and risk management for the Witte Museum. The Human Resources Manager will maintain and enhance the Witte Museum’s human resources by planning, implementing and evaluating employee relations and human resources policies, programs and practices. The Human Resources Manager maintains a high level of confidentiality, ensures a high level of data and system integrity, and delivers top quality customer service to employees, volunteers, and applicants.

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- Required Qualifications**
- Excellent written and oral communication skills and ability to handle situations with tact, persuasiveness, and diplomacy
 - Excellent organizational skills, attention to detail and accuracy while demonstrating the ability to work independently and prioritize multiple time-sensitive tasks
 - Must be able to meet critical deadlines in a fast paced environment
 - Proficient in use of personal computing software, particularly Microsoft Office
 - Good analytical and problem solving skills involving complex payroll transactions
 - Knowledge of Abila/Sage software preferred

Compensation

Apply at this Website: <http://www.wittemuseum.org>

Apply with this email: humanresources@wittemuseum.org

Special Instructions to Apply:
