



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Director of Human Resources (DK-092519-01)

Location: Marion, Illinois

Salary: TBD

Job Description:

TCT Ministries is seeking an accomplished Director of Human Resources to join our Corporate Headquarters in Marion, Illinois. A well-deserved retirement has made this full-time salaried position available. A bachelor's degree and five years of professional work experience; as well as proven organizational, time-management, communication and mediation skills are required for consideration. Responsibilities of the position include employee recruiting, benefits administration, overseeing employee performance appraisals, employment law compliance and the ministry's insurance needs. So, if you have a sincere desire to utilize your HR talents in a Christian ministry setting, and bring a team oriented, professional approach to the workplace, we have an outstanding employment opportunity waiting for you.

Skills:

- Excellent working knowledge of:
 - Employment laws and regulatory standards governing operation of a multi-jurisdictional not-for-profit organization;
 - Applicable state and federal employee benefit laws;
 - Administration of employee benefit plans and claim processes;
 - Business insurance coverage, claim submission, claim documentation, and policy renewal procedures;
 - Current human resource management practices; SHRM membership and professional certification encouraged;
- Ability to:
 - Work as a ministry management team member, keeping overall organizational goals and objectives in focus while effectively administrating the Ministries' personnel policies;
 - Effectively represent the Ministry in its interactions with governmental labor and employment agencies.

Responsibilities:

- Assisting in the implementation of management's strategic operating plan and ministry objectives;
- Dissemination of accurate, concise and helpful information regarding employee benefits and programs;

- Assisting other departments in the determination of proper staffing requirements; reviewing job necessity; advertising of open positions; reviewing applications; interviewing candidates; and conducting background verification and reference checks;
- Distributing requests for insurance quotes; creating quotation comparisons for management review; interfacing with insurance agents and adjusters in the processing of claims and maintaining positive business relationships;
- Overall administration of employee health, life, dental, and other employee benefit plans, as periodically offered by the Ministry;
- Submission of employee workers' compensation injury reports, claim requests and documentation;
- Assisting departmental managers and supervisors in the mediation of disputes;
- Federal and state EEO reporting, as required;
- Keeping the Ministry's Employee Policy Manual updated;
- Responsible for being a positive moral and professional example to employees
- Other duties as assigned by the President, Chief Operating Officer and the Vice President of Legal Affairs

Requirements:

- Bachelor's degree and at least five years' professional management experience;
- Proven oral and written communication, time management and experience;
- Proven employee recruiting, background verification, "on-boarding," orientation training, development coaching, compensation review, policy training, performance appraisal mentoring, progressive discipline training, conflict mediation and employee termination experience.

How to Apply:

For immediate consideration please submit your resume to hr@tct.tv

TCT Ministries is an Equal Opportunity Employer.

**Man-Tra-Con Corporation is a partner of the American Job/
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