



Job Title: Location Resource Manager
Department: Human Resources
Reports to: Human Resources Director
Level: Full-time, Exempt
Last updated: 11/2021

Summary of Responsibilities:

The Location Resource Manager (LRM) will be tasked with championing the Firm's culture and Location initiatives through Operations Related Oversight, Human Resource Related Management and Practice Growth Related Initiatives for their specific location. The LRM will work with the Location Leadership as well as the Firm's Directors of Human Resources, Practice Growth and Operations to execute programming that aligns with Firm programs and processes while positioning programs to fit specifics of their office. In addition, the individual will be tasked with ensuring that the office physical environment is productive and conducive to healthy working conditions, including oversight and management of the necessary range of administrative related tasks. Acting as a liaison with other offices on a multi-disciplinary basis will also be expected.

Essential Functions:

Operations Related:

- Ensure that consistent and appropriate processes are followed as determined by firm wide leadership in collaboration with firm wide Director of Operations, Tax and Assurance IST leaders by monitoring daily operation of the location IST Team.
- Support and execute Firm wide administrative initiatives for the location as directed by firm wide leadership.
- Coordinate with the Firm's Director of Operations to provide meals on an as needed basis, whether for internal meetings or busy season meals and snacks.
- Develop and maintain working relationship with IT leadership to communicate any location specific technology needs as they arise for the office or team members.
- Coordinate with Director of Operations to ensure team member's physical space needs are met including: building access cards, name plates, inter-office moves, garage parking (if applicable), offsite storage, record retention and obtaining assistance from building operations personnel.
- Order necessary supplies for market as needed or requested.

Human Resource Related:

- Assist Location Leadership with day-to-day personnel issues as needed and escalate to HR and/or Department Leaders when appropriate.
- Act as a project manager for HR initiatives and other office initiatives, as needed.
- Ensure employees understand and comply with Firm policies.
- Assist Director of Operations, Tax and Assurance IST leaders and/or HR with recruitment of new hires for office IST Team.
- Assist with client services recruitment efforts, as requested and needed.
- Respond to inquiries regarding firm policies, procedures and programs.
- Act as an employee advocate when needed and escalate issues concerning employees to appropriate levels within the firm.
- Attend employee related community events as requested.

Practice Growth Related:

- Administer location Thematic Goal meetings, reporting and follow-up in concert with Practice Growth team
- Assist with marketing initiatives (i.e., local events, sponsorships, giveaways, office signage/branding) as requested by Practice Growth team.
- Delegate specific tasks, as needed, to assigned location specific personnel.
- Maintain and coordinate practice growth calendar for location in conjunction with the Practice Growth team.

Education, Experience and Skills:

- Proficient knowledge, skill, and experience in Human Resources and office administration.
- Strong organizational and multi-tasking abilities.
- Excellent written and verbal communication skills.
- Comfortable communicating with professionals at all levels, internally and externally.
- Must be able to function with multiple “bosses,” set priorities and meet deadlines.

Expectations

- To maintain strict confidentiality of firm and employee related matters.
- To respect and earn respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with Firm Management.
- Perform work with confidence and pride, follow thru to completion.



- Dependable.
- Make informed decisions – discuss with Firm Management as needed.
- Participate in Firm and departmental meetings as requested.
- Enjoy a dynamic work environment and challenge the status quo.
- Work in a safe, clean and employee friendly atmosphere

Working Conditions:

- Minimal hazards
- General office working conditions
- Occasional evening and weekend work required
- Periodic travel may be required.
- Minimal lifting required

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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