

CTBUH Manager, Human Resources & Administration

With 100,000 people moving into cities across the globe every day, the 21st century will truly be the century of the city. Humanity's continued existence on this planet will rely on our ability to transform cities into dense, livable centers of innovation that reduce both land consumption and energy needs. In order to accommodate an additional 2.5 billion people in the world's cities by 2050, the shapers of our urban landscapes will require guidance through access to expert research and resources that promote best practices for smarter cities. This is why the Council on Tall Buildings and Urban Habitat's mission is critical to promoting a better urban future.

The CTBUH is looking for an enthusiastic Manager of Human Resources (HR) & Administration to implement a variety of human resource programs in support of the staff and needs of the Council, as well as to oversee office systems and environment. The Manager of HR & Administration will manage several important functions such as staffing, compensation and benefits, payroll, training and development, reception and customer relations, office supply needs and general office management. Due to the diversity of responsibilities of the role, the ideal candidate will be a competent and resourceful individual with a passion for HR, to ensure the HR & office operations will run smoothly and effectively to deliver maximum value to the organization.

▶ KEY RESPONSIBILITIES:

- Implement human resources programs by providing HR services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, confidential personnel records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; payroll processing; manage payroll accounting records and reports via excel and Quickbooks, and coordinate ADP benefits services
- Develop human resources solutions by collecting and analyzing information; recommending courses of action
- Improve manager and employee performance by identifying and clarifying issues or inefficiencies; evaluating and implementing solutions; coaching and counseling managers and employees, coordinating performance reviews and confidential personnel files
- Oversee Compliance with federal, state, and local legal requirements by studying existing and anticipating new legislation; enforcing adherence to requirements; advising management on needed actions
- Manage organization of physical office environments, including office copier and equipment, storage and kitchen areas, office supplies procurement, oversee work orders, room scheduling, sales inventory and other administrative office systems
- Manage the daily needs of the CTBUH Office reception. Coordinate guest relations, daily telephone calls, and email information requests. Provide office services needs, such as daily mail receipt & distribution, physical and electronic filing, secure record keeping and daily administrative logs
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining Human Resource networks and associations, as well as certification requirements.

▶ WE HAVE:

- A competitive salary and generous benefits package, including health, dental, vision, and life insurance
- A 401(k) plan with up to 9% employer contribution
- A team of sharp, friendly, committed staff members with which to work
- A Downtown Chicago location near public transportation
- Gym and bike room access in the building
- An office culture that encourages new ideas and rewards personal ownership of tasks
- Bonus time off between Christmas and New Year's Day, in addition to standard holidays and vacation days

▶ YOU HAVE:

- Bachelor's degree in Human Resources or related business degree or equivalent combination of education, experience and training
- SHRM or PHR certification strongly preferred
- A minimum of three to five years HR management experience required; as well as knowledge of local, state, and federal employment law and regulations
- Highly organized with attention to detail; proven record of prioritizing multiple projects and meeting deadlines; and ability to handle confidential matters with appropriate discretion
- Proficient in MS Office Suite; with Adobe Creative Suite a plus
- Excellent English language communication skills; strong typing and data entry skills; strong interpersonal skills, with ability to deliver friendly, courteous, and prompt customer service
- A passion for tall buildings, architecture, urban issues a plus

HOW TO APPLY:

Please send (1) a brief cover letter explaining why you would be ideal for this role, along with (2) a resume and (3) work sample to careers@ctbuh.org. **Your application must include: cover letter, resume, and work sample.**