



Senior Human Resources Manager

Founded in 1977, Education Logistics, LLC (Edulog) provides logistics solutions to school districts and bus contractors across North America. Edulog offers exciting opportunities to enhance your career as part of an industry-leading software company. You will join teams that improve student transportation systems through innovative technology across the U.S. and internationally — gaining invaluable experience, growing professionally, and thriving in a collaborative, creative atmosphere where your efforts are appreciated.

Position Summary

The Senior Human Resources Manager serves as the company's senior day-to-day HR leader, providing hands-on leadership across the full range of human resources programs and practices. This role partners closely with leaders and managers while ensuring employees receive consistent, responsive and thoughtful HR support.

The ideal candidate is an experienced, well-rounded HR professional who is comfortable working independently, navigating complex employee and organizational issues, and moving between strategic thinking and hands-on execution. This individual will lead and continuously improve HR practices while helping managers make sound people decisions and ensuring programs and processes support the needs of the business.

This is an opportunity for an experienced HR leader who enjoys working in a smaller organization where they can have broad ownership, build strong relationships, and make a visible impact.

Key Responsibilities

HR Leadership & Manager Support

- Serve as the primary HR resource and trusted advisor to managers and leaders on employee, performance and workplace matters.
- Provide practical coaching and guidance to managers on performance, communication, employee development and difficult people decisions.
- Lead the day-to-day HR function, establishing priorities and ensuring HR programs and services are delivered effectively.
- Manage, coach and develop members of the HR team.
- Identify opportunities to improve HR processes, practices and the overall employee experience.

Employee Relations & Performance

- Provide guidance on employee relations matters, including performance concerns, workplace issues, corrective action and separations.
- Conduct or coordinate workplace investigations when appropriate.
- Support managers in addressing performance issues early, consistently and effectively.
- Lead the company's performance management processes and recommend improvements as the organization's needs evolve.
- Promote consistent and equitable application of company policies and practices.



Compensation & Talent

- Administer and maintain the company's compensation structure, including job levels, salary ranges and related compensation practices.
- Support leaders with compensation decisions, job evaluations, promotions and organizational changes.
- Oversee recruiting and selection practices and help managers identify effective approaches to attracting and selecting talent.
- Support workforce planning, employee development and retention efforts.

Benefits, HRIS & HR Operations

- Provide leadership and oversight for employee benefits programs, including annual open enrollment and ongoing vendor relationships.
- Ensure effective utilization and administration of the company's HRIS and related systems.
- Identify opportunities to streamline, automate and improve HR processes and employee/manager self-service.
- Maintain accurate employee records, reporting and HR documentation.
- Use workforce data and HR metrics to identify trends and support decision-making.

Compliance & Policy

- Maintain current knowledge of federal, state and local employment requirements and ensure HR practices remain compliant.
- Develop, maintain and communicate HR policies and procedures.
- Partner with outside counsel, brokers, vendors and other advisors as appropriate.
- Identify HR-related risks and bring significant concerns to leadership with recommended courses of action.

Culture & Employee Experience

- Support initiatives that strengthen communication, engagement and the employee experience.
- Help leaders and managers reinforce company values and expectations.
- Listen to employee feedback and identify themes or opportunities requiring attention.
- Support organizational change and communication efforts as needed.

Qualifications

- Bachelor's degree in Human Resources, Business Administration or a related field, or equivalent combination of education and relevant experience.
- 8+ years of progressive HR experience, including significant experience independently handling employee relations, manager coaching and broad HR responsibilities.
- Prior experience leading an HR function, team or significant HR programs strongly preferred.
- Experience working in a small to mid-sized organization where HR leaders are expected to be both strategic and hands-on strongly preferred.
- Demonstrated knowledge of employment law and HR compliance.
- Experience with compensation, benefits, HRIS, performance management and talent acquisition.
- Experience managing and developing HR team members.
- SHRM-SCP, SPHR or similar professional certification preferred.



Skills & Attributes

- Strong judgment and ability to navigate sensitive and complex employee situations.
- Comfortable operating independently and making recommendations with limited direction.
- Credible and approachable partner to employees, managers and senior leaders.
- Strong coaching, communication and relationship-building skills.
- Able to balance employee needs with business considerations.
- Organized and capable of managing multiple priorities in a fast-moving environment.
- Practical, solutions-oriented approach to HR.
- Willingness to be hands-on and personally execute work when needed.
- Ability to recognize when an issue requires escalation or outside expertise.
- High degree of discretion and professionalism when handling confidential information.

What We Offer

- Competitive salary and performance bonuses
- Comprehensive health, dental, and vision insurance
- Flexible work arrangements
- Professional development opportunities
- 401(k) with company match
- Collaborative and mission-driven culture

TO APPLY: Submit a resume and cover letter to sherteux@edulog.com. Please note the position you are applying for, and your name, within the subject line. Applications will be reviewed on a rolling basis.