



TWO BETTYS IS HIRING!

Human Resources Senior Manager

At Two Bettys we pursue environmental justice with true green cleaning materials and procedures. We advocate for economic justice by promoting a living wage and micro-entrepreneurship. We foster social justice by engaging in education of our staff and community. We clean house!

Our HQ is located in the lovely Longfellow neighborhood in Minneapolis, where your opinions matter and a sense of humor is always welcome.

At Two Bettys, an elevated level of employee and client support is not just a goal, but part of our mission. And our mission is reflected in everything we do.

The HQ staff at Two Bettys serve, buoy, and assist our cleaners and employees so that they can be their best. Leaders at Two Bettys serve our staff, our clients and our community. The administrative environment is cooperative and dynamic.

Space is created to learn from experience while aiming at clear and specific goals. Problem solving through challenges is supported and encouraged. If this sounds like a mission and a space you could thrive in, we would like to hear from you.

What are we looking for:

The HR Senior Manager is a generalist and active learning role - you are accountable to employees of Two Bettys, both as a direct manager of HQ staff, and as a leader who cares about hiring pipelines, healthy employee relations, and employment policies and processes.

You are a member of the leadership team and integrate our mission and core and our big company goals through the operations you manage. You are the expert in matters of company compliance and human resources, and will innovate and drive the company's proven process for the recruiting, hiring, training and onboarding of employees.

Human Resource - Your coworkers feel comfortable asking for help and confiding in you. Trustworthy is the name of your game. You consider what's best for all employees and the company as a whole on one hand, which you expertly balance with honoring individual talents and growing employees skillfully. You are kind, thoughtful, and discreet. You are empathetic and patient.

Magnificent Managing - you know it when you see it, you model it, you grow it in others. You can keep all the balls in the air, delegate and elevate, and grow your teams with steady coaching and effective feedback.

Cool with Rules - Safety first and all that jazz. You see the value in policies and strive for fairness in all endeavours. Reading up on labor law sounds like the perfect cozy afternoon.

Process Prowess - You love systems and workflows- Innovating, working within them, improving them, and creating them. You are able to track, extrapolate, and interpret information in many forms.

Confident Learner – Learning on the fly is a fun adventure. You know how to adapt, evolve your skills and excel in a growing, improving environment. Failures are opportunities to gain knowledge and innovate.

Operation Cooperation – We are a team, first and foremost. We believe in collaboration, working together and having each other's back. You value your fellow worker and will work hard to make sure we are all moving forward, helping someone in need without question. You are fueled by positive interactions and outcomes.

Captain Cool and Calm – Even when the waves get big you are able to represent yourself and the business you work for with grace and confidence. You can step in where needed with grace and integrity and HQ knows you have their back...even in stormy weather. You are always accountable, even when mistakes happen.

Eco, Fair and Friendly - You believe in the environment and protecting it. You believe everyone should make a living wage and that your job is more than a place you show up to in order to get paid. You believe in being a positive force within your community. You treat all with respect and kindness.

Essential Functions:

Human Resources Senior Manager

- Hold, drive and improve Two Bettys' core-centered proven processes for the recruiting, hiring, and onboarding of new employees.
- Further develop training programs for new and existing employees.
- Serve as the lead for our Onboarding and Training Manager, Hiring and Recruiting

Manager, and Sr. Support Manager streamlining all things people-focused.

- Support employees through core-centered processes; be available for urgent and HR-related questions, establish protocol, offer advice when necessary via phone, email and in person.
- Coordinate employee benefits.
- Manage the cleaner database and all employee personnel files.
- Accountable for the facilitation and review of background checks.
- Accountable for payroll.
- Keep, update, and be responsible for the personnel paperwork.
- Keep, update, and be responsible for the employee handbook and other company policies.
- Act as point of contact for representatives of insurance, retirement and the state, and federal agencies in matters relevant to the business and its employees.
- Remain up-to-date on applicable city, state, and federal paperwork, labor laws, and ordinances.
- Work with the Support department to track cleaner reviews and wage updates.
- Update and develop ongoing employee career growth and updates including professional development in connection with Two Bettys' Core Values.
- Hold and drive the processes for Performance Improvement Plans and terminations and continually with the core as guide.

Also:

- You are confident using Microsoft Office (especially Microsoft Excel), Google Docs, Mail and Drive, and CRM experience is a plus
- You hold professional certifications
- Preferred experience in ADP RUN and/or ADP Workforce Now
- Prior experience in a Human Resources position
- You are organized and excited to create and recreate systems in order to maximize efficiencies and minimize redundancies. You enjoy juggling several tasks and rising to occasions.
- You are eloquent in-person, on the phone and through email.
- You are proactive and excited to identify and eliminate problems, knowing when to ask for help, and when to propose your own solutions.
- You are not afraid to offer constructive criticism that you believe will make Two Bettys better, no matter what position you are delivering it to.
- You are not afraid of hats. We are a mid-sized company. We often have to wear more than one...

If you think this describes you, please submit a cover letter, resume and references with **HR SENIOR MANAGER** in the subject line to:

applications@twobettysclean.com

Position open until filled - We can't wait to hear from you! *Two Bettys is an equal opportunity employer.*