

HR Manager – Corporate Supply Chain

Location: Junction City, KS

Reports to: Ryan Feldkamp, Director Human Resources

Position Overview:

Foot Locker, Inc., the world's leading retailer of athletically inspired shoes and apparel, is seeking a Human Resources Manager, Corporate Supply Chain. This position will act as a Human Resource Business Partner responsible for managing employee relations, hourly compensation, HRIS, employee development, training and employee communications. This includes both advising on broad employee relations issues, as well as providing technical expertise relevant to employment law.

Foot Locker, Inc. operates approximately 3,500 athletic retail stores in 21 countries in North America, Europe and Australia under the brand names Foot Locker, Lady Foot Locker, Kids Foot Locker, Footaction, and Champs Sports.

Position Responsibilities and Essential Job Functions:

- Manages and resolves complex employee relations issues
- Conducts effective, thorough and objective investigations
- Provides day-to-day performance management guidance to line management (coaching, counseling, career development, disciplinary actions)
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risk and ensuring regulatory compliance. Partners with the legal department as needed/required
- Implements and annually updates hourly compensation program; rewrites job descriptions as necessary; conducts annual salary surveys; analyzes compensation; monitors the performance evaluation program and revises as necessary
- Develops, recommends and implements HR policies and procedures; prepares and maintains handbook on policies and procedures, change reporting, Sarbanes-Oxley Compliance, approving invoices for payment, activities program
- Develops and administers various human resources plans and procedures for multi-site DC logistics associates
- Oversees the Human Resources Coordinator providing day to day guidance and direction
- Assists with leave administration as needed
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed
- Perform all other duties as assigned

Experience Required:

- Bachelor's degree from four-year college or university
- Three plus years related experience and/or training; or equivalent combination of education and experience
- Experience in a Human Resources role, preferably within distribution and or manufacturing
- A Certificate or Degree in Human Resources highly desired, HRCI or SHRM certification is preferred

Computer Skills:

- Excellent computer skills in a Microsoft Windows environment, proficiency in Microsoft Office suite of products, and skills in Human Resources Information Systems (HRIS)

Additional Requirements:

- Ability to effectively work with a diverse workforce at varying levels in the organization
- Experience in maintaining a union free environment
- Knowledge and experience in employment law, compensation, organizational design and planning, organizational development, employee relations and employee engagement
- Outstanding interpersonal relationship building and communication skills and ability to work collaboratively.
- Able to set and accomplish goals and work as a member of a team

- Demonstrate a high level of integrity, confidentiality, and objectivity
- Ability to follow up and follow through with a variety of tasks and handle multiple priorities effectively
- Bilingual Spanish a plus
- Occasional travel could be required