

Job Title: Human Resources Manager
Department: E&A
Reports to: CEO

FLSA status: Exempt
Classification: Full-Time
Supervises: None

Ragnar Relay is looking for talented individuals to join our global tribe of adventurers. We are a group of active people who seek to work with individuals who work hard and play hard and have a deep desire to be successful. Ragnar is a Utah-based company with a national footprint, we are a premier series of overnight road and trail running relay adventures.

We offer a great benefits package including 75% paid health care premiums, 401K & match, open PTO policy, as well as one free Ragnar team registration per year plus more!

Position Summary: We are seeking a passionate HR manager who's mission will be to create a place where amazing people can do the best work of their career. We're looking an experienced partner who wants to set strategies and get his or her hands dirty. You should be able to easily switch from a meeting with our executive team to leading a management training session for new managers. It's a BIG job, and one that will have tremendous impact on our growing organization.

What you'll do:

- Act as a strategic business partner to managers across the organization
- Create learning and development courses and deliver to employees
- Work with managers on career ladders and promotion tracks
- Build and implement our performance management process
- Develop strategies to deliver the best talent available to the organization
- Develop new hire onboarding programs

Other functions and responsibilities:

- Promote and support a positive employee experience and an environment of open communication and trust
- Administer Benefits and Compensation programs including leave of absence
- Manage recruitment function including sourcing and screening of candidates, coordinating interviews, background checks, and offer process
- Process payroll semi-monthly
- Participate in benefits renewals and coordinate open enrollment meetings
- Plan and execute company events
- Respond to Unemployment and Disability Claims and to employment verification requests
- Partner with Safety Manager to manage workers compensation claims and return to work process

Qualifications:

- Bachelor's Degree or higher in related field required
- Minimum 5 years of relevant HR experience, or an equivalent combination of education and experience
- PHR certification preferred
- Experience in strategic planning and execution and proven ability to handle difficult organizational situations
- Experience in formulating policy, and developing and implementing new strategies and procedures
- Expert competency in Microsoft Office suite, primarily Word and Excel



RAGNAR RELAY
12 South 400 West, 2nd Floor
Salt Lake City, Utah 84101
TOLL FREE: (877) 93-RELAY
OFFICE: (801) 499-6024
FAX: (801) 499-6023
RAGNARRELAY.COM

Job Title: Human Resources Manager
Department: E&A
Reports to: CEO

FLSA status: Exempt
Classification: Full-Time
Supervises: None

- Excellent interpersonal and communication skills with the ability to work effectively as a member of finance team and multiple cross-functional project teams
- Detail-oriented self-starter with the ability to prioritize projects, work within short time frames and meet deadlines
- Working knowledge of employment law

Nonessential functions:

- Willingness to constructively challenge the status quo and drive efficiency gains
- Interface with other departments, customers, and vendor representatives
- Responsible for effective communication levels and fosters team building
- Miscellaneous projects as assigned
- Perform other related duties as assigned
- Some lifting (25 lbs.) and some travel up to 5%
- Occasional physical labor and working some race weekends (traveling to the race, or working remotely) is a requirement

To apply: Submit your cover letter with salary requirement and resume to jobs@ragnarrelay.com



RAGNAR RELAY
12 South 400 West, 2nd Floor
Salt Lake City, Utah 84101
TOLL FREE: (877) 93-RELAY
OFFICE: (801) 499-6024
FAX: (801) 499-6023
RAGNARRELAY.COM