

DESOTEC – HR Manager - US

HR Manager, U.S.

Location: Houston, Texas (Hybrid)

Reports to: President, U.S.

About Desotec US

Desotec US is a leading carbon services company specializing in mobile activated carbon filtration solutions. We support a wide range of industrial customers in solving complex purification, emissions, and remediation challenges through engineered, mobile filtration systems and full-service carbon lifecycle management.

Position Overview

We are seeking a hands-on, detail-oriented HR Manager to lead HR operations across all U.S. locations. This role serves as the HR lead for the United States and is responsible for stabilizing, managing, and continuously improving HR processes, systems, and compliance practices. The ideal candidate excels in daily HR execution while partnering with leadership and global HR to ensure consistency, accuracy, and a strong employee experience.

This position oversees the full employee life cycle, including benefits, payroll, compliance, HRIS accuracy, employee relations, recruiting oversight, and process development. This role requires a practical, execution-focused leader who is closely involved in day-to-day operations.

Key Responsibilities

Compliance & Policy Management

- Ensure compliance with federal, state, and local employment laws across multiple states, including wage & hour, leave laws, and recordkeeping requirements.
- Maintain and update HR policies, procedures, and the employee handbook.
- Conduct periodic audits of HR processes, employee files, and documentation.
- Complete or support required compliance reporting (e.g., EEO1, ACA).

Employee Relations & Employee Support

- Provide guidance to employees and managers on policies, procedures, and HR matters.
- Conduct and document employee relations investigations.
- Support new hire onboarding and coordinate offboarding processes.
- Promote a consistent and fair approach to HR practices across all U.S. locations.

Talent Acquisition & Workforce Support

- Oversee the recruiting function, ensuring a smooth process from job posting to onboarding.
- Provide guidance to recruiting personnel and support hiring managers throughout the hiring cycle.
- Support workforce planning, job descriptions, and organizational structure discussions.

Benefits Administration

- Manage U.S. benefits programs (health, dental, vision, disability, life, retirement, etc.).
- Oversee annual open enrollment and support benefits renewals in collaboration with brokers.
- Ensure compliance with ACA, COBRA, and relevant benefit regulations.
- Serve as the escalation point for employee benefit questions and issue resolution.
- Coordinate with carriers and vendors as needed.

Payroll & HRIS Management

- Oversee payroll-related HR responsibilities, including employee changes, audits, corrections, and data validation.
- Serve as the primary HRIS owner for the U.S., ensuring data accuracy and timely updates.
- Generate reports, dashboards, and workforce analytics as needed.
- Support HRIS enhancements, integrations, and best practice use.

Process, Systems & Operational Improvement

- Identify opportunities to streamline HR workflows and improve accuracy, consistency, and efficiency.
- Develop, document, and maintain HR procedures that support scalable operations.
- Support training for managers on HR processes, systems, and expectations.
- Partner with leadership to strengthen HR operations across all U.S. sites.

Required Qualifications

- 7+ years' progressive HR leadership experience with responsibility for HR operations and compliance across multiple states
- Bachelor's degree in HR or a related discipline; equivalent experience will be considered
- Hands-on experience with benefits administration, payroll coordination, and HRIS management
- Demonstrated capability handling employee relations and conducting investigations
- Strong understanding of multistate employment law, with experience supporting both hourly and exempt populations
- Proven ability to build or stabilize HR processes and ensure consistent execution
- Strong communication, judgment, and organizational skills
- Ability to travel as needed for site visits, investigations, training, or leadership meetings

Preferred Qualifications

- Experience in industrial, manufacturing, chemical, or environmental services environments
- Background improving HR systems or implementing HR technology
- HR certification (PHR, SPHR, SHRMCP, SHRMSCP)

Logistics

- **Location:** Houston, TX
- **Schedule:** Hybrid, with regular in-office presence required
- **Travel:** As needed to U.S. locations

- **Team Structure:** Leads U.S. HR operations; oversees HR support staff (e.g., recruitment)

What do you get as HR Manager at DESOTEC?

- Salary: \$100,000 (salary, exempt)
- Unlimited PTO + 10 Paid Holidays
- Customizable benefits package with a multitude of options
- Dollar-for-Dollar 401(k) match up to 4% of annual salary
- Immersion in a dynamic, innovative, and sustainable company

<https://www.desotec.com/en>