



DIRECTOR OF HUMAN RESOURCES JOB POSTING

Position Title: Human Resources Director Location: Corporate
Department: Human Resources Reports to: President
FLSA Status: Exempt Non-Exempt Type: Full-Time

Position Summary

The Human Resources Director will work closely with management to strategize and create a positive, productive, and engaging workplace.

Essential Tasks & Responsibilities

Oversee and manage all Human Resources functions including, but not limited to:

- Talent Acquisition
- Staffing and Retention
- Training and Development
- Compensation and Benefits
- Employee Relations
- Safety, Health, & Security
- Legal Compliance

Supervisory Responsibilities

Human Resources Generalist.

Qualifications

Education, Certifications and/or Licenses:

Bachelor's Degree; SHRM-SCP, SPHR, or other Human Resources certification.

Experience:

- Seven (7) or more years of progressive Human Resources and management experience.

Knowledge/Skills:

- Professional with excellent judgement and strong verbal and written communication skills,
- Ability to handle company and employee sensitive and confidential information with diplomacy and discretion,
- Strong customer service skills, initiative, and creativity in public relations,
- Ability to coach and mentor employees and team members through the process of understanding the needs and responsibilities of human resources within the organization,
- Ability to work with employees of diverse ethnic and economic backgrounds,
- Knowledge of processing payroll using punch edit clock/system,
- Organized, detail and results-oriented individual who is deadline driven,
- Ability to work as a team player in a fast-paced environment and multi-task, and
- Proficient in computer skills, including MS Office word processing, spreadsheet, and Outlook; Human Resources Information Systems; and payroll/benefits software.

We offer a generous employee benefits package.

Salary range: \$90,000.00 - \$125,000.00