

Human Resources Director

We are currently seeking an experienced human resources director to head our HR department. The human resources director will manage HR operations by selecting and onboarding job candidates. The HR director promotes and implements human resource values by planning and managing human resources programs and directing staff training, counseling, and disciplining staff. The human resources director will also take the lead in developing organization strategies by identifying and researching human resources issues.

Supervised by Executive Director

Job Types: Full-time Salaried

Area of Responsibility:

1. Supports management by providing human resources direction, advice, and counsel
2. Ability to coach and mentor team members through the process of understanding the needs and responsibilities of human resources
3. Understanding of cultural norms, traditions, and working with diverse teams
4. Guides management and employee actions by updating HR guidelines, communicating the guidelines and enforcing organization values
5. Leads company's compliance with all existing governmental and labor legal requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA)
6. Maintains minimal company exposure to lawsuits
7. Ability to work closely with international counterparts to limit workplace issues due to the multicultural nature of our business
8. Establishes and maintains company records and reports; able to direct others in the organization and adherence to record-keeping guidelines
9. Maintains company organization charts and employee directory

Human Resources Director Requirements and Qualifications

- Bachelor's degree required, Masters' preferred
- Managerial experience required
- Salaried Wage: \$55,000
- Full Time Employee Benefits (PTO/Personal Days, Health/Dental/Vision, Childcare , etc