

## HR Director

### Overview:

Relevate Health Group is a company made up of exceptional colleagues with the business purpose of inspiring healthier communities through marketing work with pharmaceutical and hospital clients. We're proud to be healthcare marketing experts who push ourselves, every single day, to the highest possible levels to further our purpose and exceed our goals. Our business successes have led to growth and our extraordinary culture is the cornerstone for an engaged and productive workforce.

### Job Summary:

Our new HR colleague will enhance our trajectory by engaging easily, working collaboratively across all teams, and leading with conceptual and strategic thinking. This person will be a polished professional with excellent communication skills and breadth of HR expertise. Responsibilities will include recruiting and retention, training and development, oversight of compensation as well as legal and regulatory compliance, and the ability to shape shift as we grow and evolve.

### Duties / Responsibilities:

- Steward of Relevate's culture, recognizing that our people are our most valued resource.
- Strong interpersonal skills to quickly establish credibility throughout the organization. Ability to communicate upward to top management and downward to all audiences, building trusting relationships with all colleagues.
- A big picture thinker who understands the company vision, is sought out by colleagues across the company for advice and will pragmatically identify, introduce and implement concepts that keep our culture and HR offerings above the average benchmark.
- Own the recruitment process from training colleagues on internal processes to creating and extending employment offers to our next leaders
- Develop annual goals and budgets for HR; oversee budget
- Collaborate on benefits administration and open enrollment, unemployment claims, STD/LTD claims, and leave of absence requests.
- Orchestrate talent management initiatives including performance management, engagement, promotions, compensation, leadership development and recognitions. Oversee internal culture and philanthropy teams.

**Skills / Qualifications:**

- Self-directed and motivated, able to multi-task in a fast-paced environment
- 8 - 10+ years of progressive leadership experience in Human Resources positions
- Minimum of a Bachelor's Degree in Human Resources, Business, or Organization Development or equivalent
- Expertise to administrate legal and regulatory compliance: FMLA, ADA, FLSA, etc.
- Exceptional verbal communication skills, writing skills, interpersonal skills, and ethical mindset
- Evidence of the practice of a high level of confidentiality
- Professional in Human Resources (PHR) certification preferred, not required

**In Conclusion:**

- Relevate strives to hire high-performing, well-balanced individuals who are generous community contributors. Every voice, every viewpoint matters. We're proud to be an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any category protected by law.