



TITLE	HUMAN RESOURCES DIRECTOR
REPORTS TO	President Revision Date: 11.8.2022
SUPERVISES	None
JOB SUMMARY	Oversees the overall strategic direction and coordination of the human resources function. Is responsible for developing, documenting, and ensuring effective implementation of plans, systems, policies and processes for workforce planning, talent acquisition, talent management and development, employee engagement, legal compliance and recordkeeping, employee relations, and total rewards (compensation and benefits). This position serves as a strategic business partner who is collaborative and capable of building consensus and commitment toward shared outcomes.
ESSENTIAL FUNCTIONS <i>Describe the duties that must be performed in the job. Focus on the function of the job rather than the means used to achieve that function. Focus on the required outcome of the job tasks, rather than on the tasks themselves.</i>	<p>Employee Relations</p> <ul style="list-style-type: none"> • Develops and administers various human resources plans and procedures for all company personnel • Plans, organizes, and conducts all human resources activities and systems • Coaches employees and supervisory staff on employee relations activities including conflict management, discipline, compensation, and professional development • Develop strategies and tactics to support the organization's overarching goals, guide the organization's culture to be a Best Places to Work employer. <p>Policy Development</p> <ul style="list-style-type: none"> • Develops, recommends, and implements personnel policies and procedures • Creates and maintains handbook on policies and procedures <p>Employment and Recruiting</p> <ul style="list-style-type: none"> • Conducts recruitment and screening efforts for all open positions • Conducts new-employee orientations and onboarding, administers preemployment tests, and conducts reference checks • Develops and monitors career pathing program as part of the performance management program • Conducts all exit interviews to analyze turnover trends <p>Training / Performance Management</p> <ul style="list-style-type: none"> • Develop and conduct training programs for all levels of staff (compliance, coaching, managerial skills) • Create and manage performance management program
PHYSICAL REQUIREMENTS / WORK ENVIRONMENT	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>This position requires work in an office setting and the ability to travel to other locations regularly. The role also requires sitting for long periods of time, standing, bending, and walking, as well as using fine motor skills, such as finger dexterity for typing and using small office tools. The position requires the ability to hear and speak clearly as well as average to above average visual acuity. The employee may need to carry and lift items weighing up to 25 pounds</p>
MINIMUM QUALIFICATIONS <i>List the highest level of education required and any special training, skills, or knowledge</i>	<p>EDUCATION</p> <ul style="list-style-type: none"> • Bachelor's degree <p>WORK EXPERIENCE</p> <ul style="list-style-type: none"> • 5+ years of experience in human resources



<p>TITLE</p> <p><i>needed to perform the job. Include physical and mental demands, and working conditions if unusual or extraordinary, required to perform the job.</i></p>	<p>HUMAN RESOURCES DIRECTOR</p> <p>CORE COMPETENCIES</p> <ul style="list-style-type: none"> • Demonstrated leadership competencies and skills, including excellent communication, customer service, continuous quality improvement, relationship development, results orientation, team building, motivating • Strong organizational skills, ability to meet deadlines, and attention to detail • Ability to maintain confidential information and exercise discretion • Strong problem-solving and research skills • Familiar with the laws, labor market, hour, and wage regulations
<p>PREFERRED QUALIFICATIONS</p>	<p>EDUCATION</p> <ul style="list-style-type: none"> • Master's or Bachelor's degree, preferably in human resources or business-related field. • PHR or SPHR certification preferred. <p>WORK EXPERIENCE</p> <ul style="list-style-type: none"> • 8+ years of experience in human resources • 5+ years of management experience

I have read the above job description and agree to perform the duties and responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities that may be required of me.

Interested Candidates please email resumes to

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