



Director, Human Resources

Position Summary

The Director, Human Resources is responsible for the overall administration, coordination and evaluation of the human resources function including training and development, recruiting, payroll, safety, total compensation management, and employee relations.

Primary Responsibilities

- **Implement HR strategies that sustain growth and success.** Work closely with the executive team to identify human resource related needs and implement strategies to address those needs.
- **Facilitate strategic planning.** Work closely with the executive team to establish and execute the strategic planning process annually.
- **Provide leadership and guidance on personnel issues.** Work closely with the executive team and managers throughout the organization on matters related to our team members.
- **Develop and facilitate engagement programs throughout the organization.** Work with the executive team and managers to drive engagement throughout the organization. Develop and execute strategies for measuring and impacting engagement.
- **Lead talent management process.** This includes both performance management and succession planning and development.
- **Lead training and development processes.** This includes creating and delivering classroom training, on-site training at locations, and overseeing training progress for fast track managers.
- **Lead the Human Resources team.** This includes the functions for payroll, training and development, recruiting, and safety.
- **Manage the total compensation program.** This includes payroll, benefits management, and salary structure.
- **Ensures compliance with all federal and state laws.**
- **Complying with all company policies and procedures.**
- **Completing all other duties as assigned.**

Essential Job Qualifications

- Must have prior experience in a Human Resources leadership role.
- Excellent communication skills and ability to interact at all levels of the organization.
- Must be able to travel as required for the position.
- Bachelors degree required, masters degree preferred.
- PHR certification required.
- Must be able to effectively facilitate live training classes.