



Hr Director 1

Job summary

We are seeking a highly motivated and experienced [HR Director](https://100hires.com/hr-director-job-description.html) to join the Human Resources team. This position will drive the development and day-to-day execution of the Human Resource team while setting enterprise-wide HR strategies for the Company.

As a key member of the leadership team, the [HR Director](https://100hires.com/hr-director-job-description.html) will lead the Human Resource initiative to provide an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and organizational growth. This individual contributes as a strategic partner in the accomplishment of departmental plans through initiatives that attract and retain talent, develop employees and leaders and align organizational goals and objectives.

Responsibilities

Directs the functional areas of Human Resources including, but not limited to retention, personnel records, employee relations, job evaluation, compensation management, benefits administration, organizational development, workers compensation, safety, training, AAP/EEO, and special projects.

Responsible for maintaining a highly engaging culture, motivating employees, and fostering an environment with high levels of teamwork, accountability, communication, and vision for employees.

Develops, updates, and manages policies and procedures. Develops organizational strategies by identifying and researching human resource issues; contributes information, analysis, and recommendations to the organization's strategic direction.

Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of company policies and procedures; provides input to update and maintain employee handbook.

Analyzes trends and metrics in partnership with the Human Resource group to develop solutions, programs, and policies.

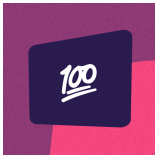
Works closely with executive leaders and management to advise, counsel, and provide coaching and resolution to address employees' performance. Provides performance management guidance to line management (coaching, counseling, career development, disciplinary actions).

Works closely with management and employees to provide consultation and guidance to improve work relationships, build morale and increase productivity and retention.

Manages Human Resource Department and guides to resolve complex employee relations issues. Identifies and consults with the Corporate office on matters of legal importance.

The Director of Human Resources plans and makes improvements to new employee orientation programs to foster positive attitudes toward company goals.

Ensures the maintenance records of transactions such as hires, promotions, transfers, terminations, attendance records,



discipline records, employee performance appraisal records, and schedules.

Directs the training, planning, and skill building of the HR staff to prepare them for future growth for the company and individual career paths.

Serves as the first point of escalation, communicates business developments and organizational changes to subordinates, and addresses and resolves employee concerns.

Promotes ethical and cultural awareness to the workforce through training, development, and consultation.

Assists in the development, implementation, and compliance of Human Resource policies and procedures and their dissemination through employee handbooks, communications, and/or meetings.

Prepares reports in conformance with legislated and legal requirements or company needs.

Communicate's changes in the organization's personnel policies and procedures and ensure proper compliance is followed.

Reports daily, weekly, and monthly KPI reporting as determined by the Vice President of General Administration.

Responsible for continuous improvement and innovation as it relates to improving processes, addressing performance, creating action plans, and ensuring proper training and development of employees.

Actively participates in the interviewing and hiring process.

Required to attend and complete all company development, safety, and compliance training.

Strict adherence to C-TPAT best practices.

Other duties as assigned.

Requirements

Bachelor's degree from a four-year College or university required, Master's degree preferred; and over ten years related experience in Human Resource management function with a minimum of 4 years in a Director level position.

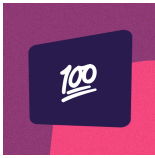
Required specific responsibility in the creation of business plans, budgets, software implementation, and monitoring performance with metrics.

Hr Director 2

Job summary

The [HR Director](https://100hires.com/hr-director-job-description.html) will report to the Chief HR Officer and lead the daily operations of the HR Dept. The [HR Director](https://100hires.com/hr-director-job-description.html) must have experience working with a unionized employee base. The ideal candidate will have experience in leading all aspects of human resources including employee relations, benefits, policies and procedures, and maintaining and promoting corporate culture.

Responsibilities



- Lead internal communications on Human Resource matters
- Establish and maintain HR policies including updating/creating an employee handbook
- Lead the new hire employee orientations and manage the onboarding process
- Responsible for employee relations matters with all staff
- Manage the process of all employee disciplinary actions. Provide coaching and counsel as needed to Hiring Managers
- Lead the compliance with State and Federal Laws
- Responsible for exit interviews and proper documentation to place in employee files
- Mentor junior HR Staff including Recruiting, Benefits, and Generalist

Requirements

- BS/BA degree and/or PHR, SHRM
- 7 + years experience in Human Resources
- 3 + years Union experience is a must
- 5 years experience as an HR Director, including recruiting, benefits, employees relations, and compliance
- Experience in a strategic role

Hr Director 3

Job summary

We are searching for an HR Director. The [HR Director](https://100hires.com/hr-director-job-description.html) will serve as a top HR expert and provide guidance, support, and advice on a variety of HR disciplines including Union/Labor relations. This individual will serve as a true strategic business partner while working closely with other key leaders and executive management to ensure HR effectiveness and maintain a positive culture while leading and promoting HR initiatives and programs that align with corporate goals and values.

Responsibilities

- Develop and drive HR initiatives and programs that align and support business objectives
- Manage the recruitment process to attract and retain top talent
- Develop HR planning models to identify talent gaps and develop specific succession planning programs
- Set and oversee diversity/EEO strategies
- Provide effective training and development programs to increase employee growth
- Ensure compliance with State and Federal regulations
- Effectively administer HR programs by company policies and procedures

Requirements



Bachelor's degree, Master preferred

Strong leadership skills

Union experience required

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Job summary

You'll help expand our HR & Operations systems from the ground up to support our growing team and business for scale. You'll partner with both senior leaders and individual contributors to help educate, advise and influence our ability to hire, motivate, and retain amazing teammates.

This includes areas of focus like organization strategy, manager training, people development, total rewards, benefits, career architecture, compliance, people-related policies, system and process rollout, and change management. You'll look ahead to keep us compliant as we add new employees, customers, and offices while ensuring we continue to be a leading place to work.

Responsibilities

Monitor and interpret trends and metrics around employee satisfaction, attrition, turnover, etc.

Expert in compliance, benefits, policy, and issue resolution.

Support the company's goals to build a diverse and inclusive workplace.

Requirements

8+ years experience with HR & Compliance for a high growth, dynamic organization.

Demonstrated track record of developing effective relationships across all levels of organizations and with diverse client groups.

History of working closely with client executives, managers, and employees to handle a variety of issues and tasks, including organization design and change, transfers, promotions, performance issues, and terminations.

Demonstrated ability to support major initiatives across challenging business groups.

Excellent presentation, verbal and written communication skills; must be an articulate and persuasive communicator.

Ability to conduct group facilitation, coach, and counsel managers at all levels.

Knowledge of staffing, compensation, and talent management best practices.

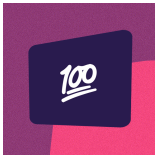
Good working knowledge of applicable employment laws.

Proven HR experience preferably within a high-growth technology organization.

Desire to make others successful.

Passion for data integrity, process definition, and continuous learning.

Results-driven, solutions-oriented, and comfortable in a fast-paced environment with competing priorities.



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Job summary

This is an excellent opportunity for someone who wants to bring their HR experience to a growing organization. The ideal candidate will have a broad knowledge of Human Resources as well as general administrative responsibilities. They will be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations.

Responsibilities

Manages full-cycle recruitment, selection, and other employment-related activities for all positions.

Advise, assist, and counsel managers in the employment process to include proper forecasting, hiring, developing talent, succession planning, and handling performance problems.

Implements the onboarding process for new employees and works closely with the Operations team in acclimating those new employees.

New Hire Onboarding Support: Assist and oversee the creation of [Offer Letter](https://100hires.com/offer-letter.html) s, Employment Packets, employee background checks, and scheduling of new hire orientation. Oversight over onboarding processes for new hires; employee orientations for all new hires; creating electronic employee files; administering employee handbooks; and ensuring all necessary paperwork is properly completed.

Requirements

Minimum of Bachelor's degree or equivalent experience, preferably in an HR-related field.

At least 10+ years of professional and [HR Director](https://100hires.com/hr-director-job-description.html) experience.

Attention to detail and a passion for internal and external customers are a MUST.

Results-oriented with proven ability to follow through while handling multiple and competing priorities.

High knowledge of human resources processes and best practices.

Able to work independently or in teams and manage time effectively.

Ability to work professionally with confidential information.

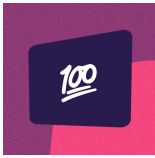
Build relationships quickly to act as a trusted advisor to managers and employees

Can communicate clearly and respectfully with an adaptive, collaborative and positive mindset.

Outstanding communication and interpersonal skills.

Strong ability in using MS Office (MS Excel and MS PowerPoint).

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Job summary

The [HR Director](https://100hires.com/hr-director-job-description.html) is responsible to process, validate and submit accurate time records and maintain the HR database. Other duties include screening and interviewing applicants, processing new hire paperwork, maintaining personnel records, and coaching and assisting managers in addressing problems and concerns with staff.

Responsibilities

Maintains accurate employee records, affirmative action documents, and attendance and hours records

Provides documentation for payroll processing

Manage Worker's Compensation records, process claims, and provides follow-up

Interacts with employees and works as a liaison between staff and administration.

Requirements

Must be a proven leader with sound conflict resolution and interpersonal skills.

Must be able to perform essential functions of the position with or without reasonable accommodation.

Hr Director 7

Job summary

You and your team will collaborate with cross-functional teams and leaders to broker HR services and actively engage in staffing, organizational development, & talent management. You will build upon and rely on your HR functional expertise and effectiveness to align critical human resources principles with business objectives. You will align organizational transformations and staffing strategies to promote talent and growth.

Responsibilities

Drive organizational effectiveness

Lead change

Manage talent

Build relationships and broker services

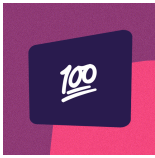
Act as a coach and confidant

Administrative support

Lead training and development

Requirements

Bachelor's Degree



Human Resources experience

Excellent communication skills

Ability to influence at varying levels across the organization

Ability to handle multiple priorities and navigate in a highly matrixed environment

Previously demonstrated leadership skills

Ability to find the correct balance between demand and capacity when establishing priorities for the organization.

Ability artfully convey even subtle or complex messages clearly, as appropriate for the topic and audience.

Hr Director 8

Job summary

The [HR Director](https://100hires.com/hr-director-job-description.html) “has a seat at the table” along with executive leadership and the firm owners. This position often serves as a counterbalance to CPAs, consultants, and technicians who work primarily in client service.

Responsibilities

Oversees the implementation of Human Resources programs

Develops and monitors an annual budget that includes Human Resources services, employee recognition, employee benefits, etc.

Leads the development of HR-related goals, objectives, and systems

Establishes HR measurements that support the accomplishment of strategic goals

Requirements

Ability to build business partnerships with leadership and serve as the principal HR contact and expert for the organization

Strong technical HR knowledge (e.g. compensation, employment laws, FLSA, FMLA, employee relations, staffing and selection, performance management, training, and development)

Ability to understand business functions and metrics within our organization

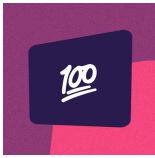
Ability to direct initiatives and gain buy-in from stakeholders

Knowledge of people-related best practices and demonstrated success working as a strategic partner

Strong organizational and leadership skills and demonstrated ability to manage conflicting priorities in a fast-paced environment.

Excellent communication skills, both written and oral to create a free flow of information at all levels of the organization

Interpret information to determine the return on investment and organization impact when making decisions and recommendations



Ability to identify organizational development needs and deliver relevant coaching or training as needed

8+ years of progressive experience in HR disciplines with a strategic focus or equivalent experience

Experience working with, coaching, and influencing leaders

Proven experience in a leadership role in a growing, evolving organization

Bachelor's degree in business, HR, or a related field (preferred)

HR certification such as PHR, SPHR, or GPHR (preferred)

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Job summary

We are looking for a talented full-time [HR Director](https://100hires.com/hr-director-job-description.html) to join our team. The [HR Director](https://100hires.com/hr-director-job-description.html) supports the organization and fellow Directors and Managers as key strategic leaders. This position develops and implements effective HR strategies and programs, including organizational development, training, performance management, and a total rewards package that positions the organization as an employer of choice. This position also leads recruitment, benefits administration, employee relations, employment counseling, and other related human resources functions in support of organizational objectives.

Responsibilities

Inspire and create a Human Resources culture that is open, honest, and approachable while promoting organizational growth and success.

Develop and enforce Human Resources policies and procedures that support organizational objectives and are in compliance with state and federal laws.

Implement effective recruitment and advertising strategies that attract qualified applicants and promote brand awareness.

Implement and monitor Employee Performance Management programs for the organization that is goal-oriented and stimulate performance.

Create, implement, and monitor the total rewards package to support organizational objectives and compliance with State and Federal Laws.

Revise and launch employee recognition and reward systems that support organizational goals and are consistent with our philosophy.

Champion organizational learning through developing training and development programs and materials that encourage skill acquisition, sales growth, and career opportunities within the organization.

Act as a resource to managers and employees in resolving employee relations issues, concerns, and conflicts and represent the organization in legal proceedings.

Manage the organization's benefits programs including health and wellness.



Retirement savings (401K) and time off plans.

Oversee the administration of our Safety and Workers Compensation Program, emphasizing education, injury and illness prevention, and cost control.

Complete regular performance evaluations with goals with HR staff by Company policy and procedures.

Conduct regular staff meetings; keep HR staff up-to-date on department and organizational objectives.

Regularly attend Manager's Meetings and routinely provide managers with tools and information to be more effective and compliant with our policies and procedures.

Ensure the highest levels of confidentiality with personnel data and reports.

Guide with wage and hour payroll administration.

Provide backup for payroll function.

Additional duties, as assigned.

Requirements

BA in Business or related discipline.

PHR certification preferred.

7 or more years of experience in a management role.

Knowledge of legal and regulatory issues associated with employment in a retail environment.

Experience and understanding of HRIS applications, Kronos/IBS is a plus.

Excellent communication skills.

Demonstrated integrity, discretion, and good judgement.

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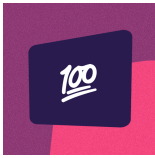
Job summary

The [HR Director](https://100hires.com/hr-director-job-description.html) develops and leads the administration of Human Resources operational and employee service delivery functions including compensation and benefits, payroll, employee relations, legal and regulatory compliance, policy development, and HRMS Administration.

Responsibilities

Manages and directs the Human Resources department and team focused on operations and employee service delivery.

Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.



Monitors benefits packages for employees for cost-effectiveness, value, and competitive adequacy, including review and renewal of all employee benefit plans and perks.

Supervises the preparation of the bi-weekly payroll, the maintenance of necessary payroll records, leave records, and the timely filing of all payroll taxes and reports.

Oversees employee relations, investigations, counseling, and exit interview processes.

Assists and consults with Management, and departments, with human resource-related needs, including employment, employee relations, performance issues, counseling, legal compliance, interpretation of policies and procedures, and other related areas.

Provides oversight and administration of company Human Resources Management System (HRMS).

Provides continuous improvement by identifying opportunities and formulating strategies to deliver optimized HR solutions and services.

Creates comprehensive control plans and conducts audits to ensure operational excellence.

Defines KPIs and uses data analytics to identify and present trends to the organization.

Identifies and recommends new vendors and effectively manages vendor relationships.

Creates and monitors annual company budget for positions, salaries, benefits, temp services, incentive bonuses, miscellaneous benefits, and other related accounts.

Oversees position management to ensure alignment with the budget.

Coach or counsel supervisors and managers to improve their supervisory or disciplinary skills. Provide tools and resources to managers that enable a streamlined process.

Requirements

Bachelor's degree in business, human resources, or related field.

Minimum of seven years of professional Human Resources experience, with at least three years of experience in a Human Resources leadership role.

SHRM CP/SCP or HRCI certification required.

Experience with Human Resource Management Systems.

Intermediate skills in Excel.

Experience with HR business process improvement and HR systems support, specifically Ultimate Software/Ultipro.