

## Job Title: HR Director

### Job Description:

We are seeking a strategic and experienced HR Director to lead our Human Resources department and drive our organization's HR strategies and initiatives. The HR Director plays a critical role in aligning HR practices with business objectives, fostering a positive work culture, and ensuring compliance with employment laws and regulations. You will oversee all aspects of HR, including talent acquisition, employee relations, performance management, compensation and benefits, training and development, and HR policies and procedures.

### Responsibilities:

- Develop and implement HR strategies, policies, and programs that align with the organization's goals and support business objectives.
- Provide strategic guidance and consultation to senior leadership on HR-related matters, including talent management, organizational development, and employee engagement.
- Lead and manage the HR team, providing guidance, coaching, and mentorship to ensure high performance, professional growth, and collaboration within the department.
- Oversee the full cycle of talent acquisition, including workforce planning, sourcing, assessing candidates, interviewing, and making hiring decisions.
- Foster a positive work culture and employee engagement by developing and implementing initiatives that promote employee satisfaction, motivation, and retention.
- Develop and implement performance management programs, including goal setting, performance evaluations, feedback mechanisms, and individual development plans.
- Ensure compliance with employment laws and regulations, staying updated on changes and communicating any necessary updates to management and employees.
- Manage employee relations, including handling employee grievances, disciplinary actions, and investigations, ensuring fair and consistent application of policies and procedures.
- Oversee compensation and benefits programs, ensuring competitiveness, compliance, and alignment with organizational goals.
- Develop and implement training and development programs to enhance employee skills, knowledge, and professional growth.
- Oversee the administration of HRIS systems and ensure accurate and up-to-date HR data and records.
- Analyze HR metrics and data to identify trends, measure HR effectiveness, and make data-driven recommendations for continuous improvement.
- Collaborate with cross-functional teams to support organizational change initiatives, including organizational restructuring, mergers, and acquisitions.
- Manage relationships with external vendors, such as benefits providers, recruitment agencies, and HR consultants.

- Stay updated on industry trends, best practices, and emerging technologies in HR management.
- Participate in executive meetings and provide HR insights, recommendations, and reports to senior leadership.
- Ensure the confidentiality, integrity, and security of HR-related information and handle sensitive data with discretion.

### **Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field. Master's degree is preferred.
- Proven experience as an HR Director or in a similar senior HR leadership role.
- In-depth knowledge of HR practices, employment laws, and regulations.
- Strong strategic thinking and business acumen, with the ability to align HR initiatives with organizational goals and drive results.
- Demonstrated experience in talent acquisition, organizational development, employee relations, performance management, and compensation and benefits.
- Excellent leadership and people management skills, with the ability to inspire and motivate a high-performing HR team.
- Strong interpersonal and communication skills, with the ability to build relationships and influence stakeholders at all levels.
- Analytical and problem-solving skills, with the ability to analyze HR data and metrics to inform decision-making.
- Strong organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- High level of integrity and the ability to handle confidential and sensitive information with discretion.
- Proficiency in HRIS systems and Microsoft Office Suite.

If you are a strategic and experienced HR professional looking for an opportunity to lead an HR function, drive HR strategies, and contribute to the success of our organization, we invite you to submit your application. Join our team and make a significant impact on our workforce, culture, and overall organizational performance as our HR Director.