



Job Title: Director of Human Resources | **FLSA Status:** Exempt | **Reports to:** COO

The Director of Human Resources will oversee the administration of The Will Group's Human Resources processes and procedures, including Engagement, Benefits, Compensation, Compliance, Reporting and Analytics, and functional Human Resources Information Systems (HRIS) practices. This individual will provide advice and counsel to managers, supervisors, and employees regarding Federal and State employment laws, HR policies and procedures, training and employee relations.

Primary Job Responsibilities:

- Evaluate, enhance, and communicate plans and programs to attract and motivate our talent
- Act as a partner to the Executive Team to develop strategies aligned to our business objectives
- Develop strategies for and manage the design, implementation, and administration of compensation and benefits programs.
- Interprets and ensures compliance with current human resources policies and procedures, Federal and State laws, standards, and regulations
- Manages employee relations, staffing, disciplinary actions, terminations, complaint resolution, exit interviews, performance management, transfers, investigation, and promotions
- Corroborate with legal counsel and safety department to ensure all processes remain compliant with governmental regulations including DOT and OSHA
- Manage compensation and payroll administration, working with department managers to ensure the process is streamlined and executed accurately.
- Administration of unemployment and worker compensation claims.
- Implement training and development through in-house and external classes, courses, certifications.
- Serves as an advisor as it pertains to records for paid time off, paternity/maternity leave, extended sick leave, bereavement leave and associated supervisor approval.
- Oversees the coordination of onboarding of new team members, working with functional team leads to ensure successful job starts.
- Plan for and coordinate offboarding for both voluntary and involuntary employee departures.
- Evaluate current and new HR technology and ensure the company is utilizing the most effective software systems to manage HR workstreams.
- Manage personnel files for all employees and make sure all immigration, tax, and health and benefit records are accurate and stored per company guidelines.
- Oversees employee programs, DE&I training, and leadership training
- Partner with HR team colleagues to create and innovate HR practices
- Facilitate meetings to develop strategies to positively influence workplace relationships
- Complies with established company work rules, policies, and procedures
- Actively engages with other members of the company to continuously strive to improve processes, create efficiencies, reduce cost, and increase profitability



Job Title: Director of Human Resources | **FLSA Status:** Exempt | **Reports to:** COO

- Cooperatively takes on other duties, roles, or responsibilities, as assigned.

Preferred Qualifications:

- Master’s degree in Business Administration, HR, Accounting, or related field. JD preferred
- 5 + years of HR/ Labor & Employment experience.
- Excellent verbal and written communication.
- Advanced skills with Microsoft Office.
- Strong attention to detail.
- Effective interpersonal and management skills.
- Knowledge of relevant HR policies, procedures, and best practices.
- Demonstrated proficiency in analytical, research, and problem-solving skills.
- Possession of key competencies, including conflict management, business negotiation, organization, and decision-making.
- Refined ability to delegate responsibilities and provide leadership and training to key personnel.
- Advanced written and verbal communication skills.
- Working knowledge of QuickBooks and Payroll software programs.
- To process payroll and benefits, a strong candidate should have some financial experience.

Acknowledgment of Receipt of Job Description

By signing this form, you confirm that you understand the information in this job description. You also confirm that you and your Supervisor have discussed this job description.

Employee Signature Date

Supervisor Signature Date