Director of Human Resources – Hamburg, PA

Our food production client has an immediate need for a Director of Human Resources. The Director of Human Resources is responsible for planning, directing, and implementing policies, programs and practices for all areas of Human Resources including staffing, employee relations, compensation, benefits, performance management, employee engagement, training and development, safety and compliance. This individual will also administer and innovate human resources programs and policies that support company goals and positively engage the workforce.

**Position Responsibilities:**

* Formulates and communicates Human Resource policies and procedures.
* Oversees all aspects of employee relations; ensures company policies are administered fairly and consistently. Provides consultative support to managers and supervisors.
* Consults, advises, and assists managers and supervisors at all levels in maintaining and strengthening their effectiveness with the employees they supervise/manage and in driving effective coaching, employee engagement and satisfaction.
* Develops comprehensive strategic recruiting plans to meet the human capital needs of the organization.
* Oversees employee records and reporting process to ensure availability of accurate data and compliance with regulations.
* Ensures compliance with federal, state, and local laws and regulations.
* Prepares and ensure adherence to operating budgets for human resources and makes recommendations for funding that drives workforce productivity.
* Develops innovative recruitment and retention programs to meet the human capital needs of the organization while seeking to reduce the number of vacant positions and decrease turnover.
* Oversees hourly payroll processing to ensure timely and accurate pay for all employees.
* Manages the compensation program, ensuring market-competitive pay that enables the company to attract, motivate and retain employees at all levels. Writes and maintains job descriptions across the company.
* Responsible for benefits planning as well as oversight of benefits administration including enrollment and open enrollment.
* Develops training curriculum for all employee training including new employee orientation, safety training and management training.
* Directs the safety program and workers’ compensation claims handling and tracking.
* Oversees employee events and activities.

**Position Candidate Requirements:**

* Bachelor’s degree in human resources or related field and/or equivalent applicable knowledge/education.
* Minimum 7 years of human resources generalist/management experience in multiple HR disciplines.
* Minimum 5 years of HR supervisory/management experience.
* Human Resources professional certifications is a plus (PHR, SPHR).
* Experience working in a privately held, family owned business is helpful.
* Proficiency in computer skills including MS Office (Excel, Access, PowerPoint, Word) and HRIS.
* Demonstrated knowledge of applicable laws and regulations related to human resources and general business practices.
* Strong business sense – ability to partner throughout the company at both a senior level and associate level. Business focus versus just an HR focus.
* Must be a positive proactive manager who thrives on being visible and engaged with employees and management.
* Ability to influence, lead change and role model positive behaviors that drive business performance.
* Ability to develop strong trusting relationships in order to gain support and achieve results.
* Demonstrates creative, practical problem-solving skills.
* Excellent written and verbal communication skills. Ability to relate interpersonally with a broad range of individuals.
* Self-motivated, disciplined, and possesses a high degree of integrity.
* Exhibits flexibility and uses good judgment.