

# Vigilanz Corp.

## Director of Human Resources

**Position Summary:** (100% Remote)

The HR Director will plan, lead, direct, develop, and coordinate the policies and activities of the HR department, ensuring legal compliance and implementation of the organization's 2022 HR strategic plan.

### **Responsibilities:**

- Collaborates with senior leadership to understand and develop the organization's goals and strategy related to staffing, recruiting, and retention
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs
- Administers or oversees the administration of human resource programs, including but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Identifies staffing and recruiting needs; develops and executes best practices for workforce planning, hiring, and talent management
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information systems
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management
- Implements departmental budget
- Performs other duties as assigned

### **Required Skills and Abilities:**

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict-resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Excellent analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to adapt to the needs of the organization and its employees
- Ability to prioritize tasks and delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite
- Proficiency with or the ability to quickly learn the organization's HRIS system

### **Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field required
- Minimum five years of human resource management experience required
- SHRM-SCP or SPHR highly preferred

Please send resume to : Mike Hart, Senior VP of Finance

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