



JOB TITLE: Director of HR
REPORT: Vice President of HR
LOCATION: Greenville, SC

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Director of HR Overview

As the Director of Human Resources, you will be responsible for the overall direction and administration of the Human Resources Department(s). The Director of Human Resources plans and directs all functions and activities of the Department; directs the development and implementation of policies, goals and objectives; manages organizational changes; ensures the enforcement of all applicable laws, ordinances and regulations; prepares and presents reports to the Senior and Executive Leadership on activities, issues and needs of the division/department; and performs related duties as assigned.

Responsibilities

(include, but are not limited to)

- Set expectations for the HR Department(s) to enforce regulations consistently, serve employees, communicate rules/steps/processes clearly and comprehensively, and uphold the policies and values of the organization
- Work with other directors and managers on consistent approach to management and staff relations
- Help managers and others navigate processes and procedures
- Develop an inclusive department that connects employees with benefits
- Support understanding and communication of the various HR programs and systems
- Enforce a commitment to upholding confidentiality-- ensuring staff maintain confidentiality and professionalism-- establish practices that protect staff and staff interests
- Establish clear business practices in relation to EEO and other complaints
- Establish proactive communication practices
- Establish system of accountability for behavior, management follow-through on behavioral issues
- Be committed to 98 Ventures and its clients-- have a visible presence internally, and support staff in the field and in headquarters
- Set high standards for quality of work for self and team

- Demonstrate an understanding of the need for culture change at 98 Ventures and serve as the agency's champion with respect to employee engagement and organizational development

Required Skills & Knowledge

- Bachelor's degree in Human Resources Management or related major with at least 5 years of HR experience
- Professional in Human Resources (PHR) certification preferred
- Microsoft Office including Word, Excel, Outlook, and payroll software
- Federal and state employment law
- Effectively communicate in writing and verbally
- Make independent judgments which have considerable impacts on the organization
- Problem solve, and creativity think of new solutions
- Balance employee satisfaction with cost effectiveness
- Multi-task and provide thorough follow-up
- Analyze and create statistical reports
- Use a personal computer, telephone, and copy/fax machine
- Handle all needs of the employees

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the duties, knowledge, skill, and ability required to perform this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.