

Job Description

Title:	Director, Human Resources	Reports To:	CEO
FLSA Status:	Salary	Supervises:	1 individual
Position Status	Full-Time	Apply to:	HR@airindustriesgroup.com

Position Summary Directly responsible for the overall administration, coordination and evaluation of the Human Resource Department.

Specific Responsibilities

- Oversees the implementation of Human Resources programs through Human Resources staff. Identifies opportunities for improvement and resolves problems
- Recommend, evaluate and participate in staff development
- Talent acquisition for exempt and hourly staff.
- Onboarding process
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepare periodic reports for management as necessary or requested to track strategic goal accomplishment
- Oversee and guide Payroll Administration
- Prepare and process performance reviews
- Management of benefits administration
- 401K Plan Administrator
- Safety
- Develops and administers programs, procedures and guidelines to help align the workforce with the strategic goals of the company
- Participates in executive, management, and company staff meetings and attends other meetings
- Compile and process data for Affirmative Action Plan, EEO and Vets reporting annually
- Manage insurances; workers comp, STD, LTD, FMLA, PFL, all voluntary insurances
- Conducts investigations when employees complains or concerns are brought forth
- Reviews, guides and approves management recommendations for employment terminations
- Conduct exit interviews to gain data
- Review annually the organization's policies, procedures and practices
- Develop and maintain organization wage/salary program; review annually

Education: Bachelor's Degree, Human Resources

Experience: Minimum ten (10) years leadership experience in Human Resources

Special Skills: Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and preventive labor relations preferred, Computer Literacy – Microsoft Office, HRIS and ADP Proficient Excellent problem solving, multi-tasking, and communication skills. Creative and flexible.

Physical Requirements: Work is performed mostly in office setting. Long hours sitting and using computer, may lift light supplies and materials occasionally. Must be able to talk, listen and speak clearly on telephone.

NOTE: This job description in no way states or implies that these are the only duties to be performed. Team Member will be required to follow any other instructions and to perform any other duties requested by team member's supervisor and/or manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.