



## TITLE OF JOB: Director of Human Resources

LOCATION: Atlanta area

POSTED: February 2024

### SUMMARY:

A dynamic and rapidly expanding restaurant franchisee, dedicated to providing exceptional dining experiences across their diverse portfolio of brands, is looking for a Director Human Resources. As they continue their growth trajectory, they are seeking a strategic and experienced Director of Human Resources to lead their HR initiatives and ensure the development and well-being of their most valuable asset – their people.

### RESPONSIBILITIES:

As the Director of Human Resources, you will be a pivotal leader in shaping their organizational culture, talent acquisition, and employee development strategies. You will collaborate closely with leadership to drive HR initiatives that align with business objectives, fostering a positive and inclusive workplace environment.

- **Strategic HR Planning:** Develop and execute a comprehensive human resources strategy aligned with the company's overall business goals and expansion plans.
- **Talent Acquisition:** Assist with the recruitment and selection process, ensuring the attraction and retention of top-tier talent at the Manager level and above.
- **Employee Relations:** Serve as a trusted advisor to employees and management, handling employee relations matters, conflict resolution, and fostering a positive and inclusive workplace culture.
- **Performance Management:** Implement and oversee performance management processes, including goal setting, regular feedback, and performance appraisals, to drive individual and organizational success.
- **Training and Development:** Design and execute training and development programs to enhance the skills and capabilities of our employees, ensuring alignment with career progression and business needs.
- **Compliance:** Stay abreast of employment laws and regulations, ensuring company-wide compliance and mitigating potential risks. Develop and update HR policies and procedures as needed.
- **Employee Engagement:** Develop and implement initiatives to enhance employee engagement, satisfaction, and retention, fostering a positive and collaborative work environment.
- **Benefits Administration:** Oversee the administration of employee benefits programs, including health insurance, retirement plans, and other perks, ensuring competitiveness and compliance.
- **HR Metrics and Reporting:** Establish key HR metrics and reporting mechanisms to measure the effectiveness of HR programs and initiatives, providing insights for continuous improvement.
- **Workforce Planning:** Collaborate with department heads to anticipate and address current and future workforce needs, ensuring the right talent is in place to support business objectives.

### REQUIREMENTS:

- **Educational Background:** Bachelor's degree in Human Resources, Business Administration, or a related field required. HR Certifications Preferred; PHR, SPHR, SHRM-CP, or SHRM-SCP.
- **Experience:** 8+ years of progressive HR leadership experience, within a quick service restaurant setting.
- **Strategic Thinking:** Strong strategic thinking and problem-solving skills, with the ability to align HR initiatives with broader business objectives.
- **Communication:** Excellent communication and interpersonal skills, with the ability to influence and build strong relationships at all levels of the organization.
- **Adaptability:** Thrives in a dynamic and fast-paced environment, demonstrating flexibility and adaptability to navigate organizational growth and change.
- Ability to quickly learn the organizations HRIS and talent management systems.
- Demonstrates empathy and understanding when interacting with others.
- Strong analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Comprehensive knowledge of all applicable federal, state, and local employment and labor laws and regulations.
- Proficient with Microsoft Office Suite and experience with HR software systems.



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- Ability to handle confidential information discreetly and protect employee privacy.

**SALARY & BENEFITS:**

**Further details to be discussed, full benefits and bonus.**

**FOR POSITION REQUIREMENTS AND SPECIFICATIONS PLEASE CONTACT:**

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*Wray Executive Search shall provide equal employment opportunity to all qualified candidates, and will refer candidates without regard to race, color, religion, national origin, sex, age, disability, veteran candidates without regard to race, color, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. Wray Executive Search shall comply with all applicable laws, rules and regulations in the performance of duties pursuant to this Agreement, including but not limited to, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and state and local anti-discrimination laws to the extent applicable.*