

**Job Title: Director of Human Resources**

**Reports to: Senior Vice President of Finance**

**Location: Coral Springs, FL**

**The Low Down:**

At Blue Stream Fiber we provide customers with noticeably better Internet, TV and Phone service all via the latest fiber-optic networks. Our competitive advantage is a highly committed team focused on delighting customers while driving substantial growth. The **Director of Human Resources** plays a key role through effective recruiting, training and retaining the best and passionate talent to ensure we continue to deliver high levels of satisfaction and market leading growth. This role is both strategic and tactical as you collaborate with the leadership team to ensure the company supports our mission and vision while ensuring we deliver on the critical tactical goals related to staffing, development and compliance.

**What your days will look like:**

* As the HR leader you will utilize your outstanding relationship skills to interface with team members to ensure that our human resources programs and initiatives are effective, efficient, and aligned to overall business objectives.
* Duties include supervising HR personnel, dealing with employee grievances and disputes, supporting employee development, enhancing job satisfaction, designing onboarding procedures, implementing HR strategies that support business objectives, forecasting staffing needs, mitigating risk, structuring benefit packages, maintaining employee records, managing budgets, designing accountability mechanisms, and overseeing overall employment needs.
* The ideal candidate for this role should possess a high work ethic, excellent communication skills, knowledge of labor regulations and HR practices, strategic thinking abilities, strong organizational skills, and excellent interpersonal skills. The exceptional HR Director should improve HR processes, implement strategies that support business growth, improve morale and employee retention, enhance safety and wellness, strengthen relations between staff and employers, manage job satisfaction, attract the best recruits, and promote the organization's values.

**HR Director Responsibilities:**

* Developing and implementing human resources policies.
* Supporting strategic objectives.
* Hiring staff and negotiating employment agreements.
* Ensuring compliance with laws and regulations.
* Managing staff wellness and performance reviews.
* Motivating and supporting current staff.
* Maintaining staff records.
* Handling employee benefits.
* Identifying staffing needs and creating job descriptions.
* Designing and directing training programs.

**What you bring to the table:**

* 5+ years of successful HR management experience, preferably in a growing business and with an escalating history of responsibilities.
* Extensive experience in hiring and recruiting employees including exempt and non-exempt employees in roles that range across all functions of the organization.
* Proven history of crafting and executing employee relationship and communication plans that enhance employee satisfaction and engagement.
* Strong skills in people management, coaching, conflict resolution and performance management.
* Customer centric mentality with the ability to design HR policies, merit and compensation plans and performance reviews that are aligned with a customer centric organization.
* Knowledge of labor laws and regulations.
* Ability to identify and implement solutions to ambiguous problems
* Collaborative team player with the ability to shift gears quickly and efficiently
* Strong and effective communication skills both orally and written.

Must be able to read, write and speak English, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; ability to define problems, collect data, analyze data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; ability to handle confidential material and information; individual must be organized, able to multi-task under pressure.

**Education/Experience**:

Bachelor’s degree (B.S.) and/or a minimum of six years of related experience.

**Computer Skills**:

Microsoft software including Power Point, Internet, e-mail, and HR software as required.

**Physical Demands/Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* regularly required to talk and hear
* frequently required to sit, stand, bend at the knees and waist, and walk
* required to use hands to type, handle objects and paperwork
* required to reach and hold on to items at chest level or reach above the shoulder
* required to use close vision and be able to focus

Travel in Florida required. The employee generally works in the main office and may have to travel from 5 to 10 days per month to other offices; overtime may be required.