



Title of Job

Director of Human Resources

LOCATION: Philadelphia

Posted: March 4, 2008

SUMMARY: Director of Human Resources for a fast growing privately held company currently with over 80 business units and revenues upwards of \$90M. The Company plans to double in two years. This position is responsible for all personnel issues and administers all personnel related policies.

RESPONSIBILITIES: The HR Director stays current on recent federal and state human resources related laws, maintains personnel records, processes monthly billings from insurance providers, conducts needs assessments and training programs on HR topics, provides performance review advice, creates and maintains job descriptions, coordinates exit interviews to determine reasons for separation and participates in special project committees.

REQUIREMENTS: Working knowledge of applicable laws affecting HR. Skills to include analytical and problem solving, effective written and verbal, delegation, leadership and management, judgment, quality management, planning and organizing, team motivation, flexibility.

EDUCATION: Bachelors Degree.

SALARY: Up to \$150K, 100% company paid health plan. Relocation available.

Consultant: Joe Radice

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Dick Wray 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. Dick Wray 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.