



Title of Job Human Resources Director

LOCATION: Miami, FL

Posted: September 2008

SUMMARY:

The Human Resources Director has full responsibility for the successful management of the Company's human resources department, overseeing administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, and long-term staffing strategies. Responsibilities include the development and administration of personnel rules and regulations, pay and job classification structure, and programs for employee training, safety, health, and morale, in a manner that promotes the Company's core values in furtherance of its mission to be legendary for providing premier customer service and quality products in a distinctive, welcoming environment while building superior relationships with our landlords, vendors and employees.

RESPONSIBILITIES:

- Formulate and recommend Human Resources policies and objectives for the entire Company.
- Determine and recommend employee relations policies and practices necessary to establish a positive employer-employee relationship, promote a high level of employee morale and increase retention rates.
- Identify and keep abreast of legal requirements and government reporting regulations affecting Human Resources function (e.g.; OSHA, EEO, TEFRA, ERISA, Wage & Hour); train management accordingly and audit Company policies and practices to ensure compliance. Monitor exposure of the Company. Prepare information requested or required for compliance. Act as primary contact with labor counsel and outside government agencies.
- Establish wage and salary structure, pay policies, performance appraisal programs, employee benefit programs and services, and company safety and health programs. Monitor for effectiveness and cost containment.
- Set policies and practices for hiring and oversee adherence to EEOC and affirmative action programs and diversity goals set by the Company and/or required by law or contract.
- Approve terminations, and exercise care that reasons are well documented and are not arbitrary or discriminatory.
- Oversee maintenance of accurate and complete personnel records. Ensure that rules concerning confidentiality and retention are followed.
- Oversee preparation of job descriptions and compensation programs. Seek incentive programs that encourage excellent performance and increase retention rates.
- Review benefits to maximize job satisfaction while keeping the cost of the benefits package under control.
- Work with top management to set long-term staffing goals and strategies.
- Establish in-house management training programs that address Company needs across department lines. Oversee training and safety programs in context of compliance with government regulation and contract requirements.
- Prepare periodic reports to top management, as necessary or requested.

REQUIREMENTS:

- Ability to administer and monitor compensation and benefit programs to ensure regulatory compliance and competitive advantage.
- Knowledge of federal, state and local employment and wage and hour laws and regulations.
- Must possess a strong customer mindset and service orientation.
- Strong generalist skills, with extensive experience in employee relations and HR Strategy.
- Ability to build relationships and function effectively at the most senior management level.
- Ability to take initiative, and willing to roll up their sleeves when appropriate.
- Must bring teams together and be a team player, as well as must be able to quickly understand the business and the corporate nuances and be viewed as an HR leader.
- 5-10 year experience in Human Resources.
- Seven to ten years of management experience in a leadership role with multi-site environment at a corporate level.
- Ability to tackle and assess situations to determine the importance, urgency and risks and make clear decisions timely and fact based.
- Knowledge of computerized information systems uses in HR applications (HRIS).
- Background and familiarity within the restaurant/hospitality field.
- Strong planning and analytical skills.
- Strong verbal and written communication skills.

EDUCATION: A Bachelor's degree in Human Resources is preferred.

SALARY: \$85K-\$100K base+++++

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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.