



Position Profile

Job Title: Vice President, Chief Human Resources Officer / Strategic Manager
Department: Human Resources
Reports To: President

POSITION SUMMARY

The Vice President, Chief Human Resources Officer (VPHR) is an important strategic leader in any company and serves as a key advisor on the Executive Committee. The VPHR provides leadership in guiding the implementation of HR policies, processes and practices to maximize human capital development. The VPHR provides expertise in all aspects of human resources management, ensuring the development and execution of human capital strategies in alignment with the business strategy and management objectives of the company. The VPHR is also responsible for leading efforts to create and sustain a high-performance work culture; one that successfully attracts, retains and engages the talent needed to achieve the company's mission. The VPHR must have demonstrated management experience in handling complex, challenging HR issues in a dynamic and growth-oriented environment. The VPHR must possess a mastery of HR functions and competencies including rewards, talent management, succession planning, performance management, policy development & management, culture development, staffing, employee & labor relations, and training & development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for short- and long-range organization and human resources planning, and the integration of compensation, benefits, organizational development, staffing, employee relations, performance planning, management development, and employee training into those strategies.
- Functions as the in-house authority on people and organizational issues; serves as a trusted advisor and business partner to the President and Chairman, the senior leadership team, and others on the HR staff.
- Promotes innovative performance management models which address the strategic objectives of the business while attracting, retaining, motivating and rewarding a high performance workforce at all levels. Helps push the company towards a more results-driven, high-performance organization. This includes aligning the company's compensation, rewards and benefits strategies with specific performance goals.
- Serves as a member of the Executive Committee. Provides vision and strategic leadership to the organization in addressing human capital development and Associate engagement issues.
- Refines and expands talent management programs to include succession planning for key contributor and management positions, and mentoring, training and development programs for

preparing employees for more significant responsibilities.

- Quickly develops good relationships and credibility with key members of the management team; and consults with senior management regarding key organizational issues related to the attainment of business plans.
- Supports change management projects by serving as an internal consultant and engaging key stakeholders in proactively planning, communicating and executing relevant initiatives.
- Monitors evolving government influences on company policies, processes and practices, and insures that the company is in compliance with all applicable laws and regulations concerning human rights, fair employment practices, employee health and safety, etc.
- Ensures the analysis, maintenance, and communication of records required by law or local governing bodies, are efficiently maintained and updated as needed.
- Assures that the company's Associate-related programs are competitive and meet the needs of the workforce, while complementing business goals and objectives.
- Acts as an internal consultant to management, engaging legal counsel when necessary and consults with legal counsel to ensure that policies comply with all laws.
- Partners with others in the company to develop internal communications that are completed in a timely and professional manner; fostering clear channels of communication with Associates and Managers at all levels of the organization.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree required, advanced degree preferred (local language is an asset)
- Well-rounded human resources experience with approximately 10-15 years of experience at the senior level, with a minimum of three (3) years in the most senior HR position within a organization
- Additional experience in operations or other business roles would be ideal
- Prior experience or significant exposure providing support to Associates in global locations strongly preferred
- Effective strategic leadership skills to provide direction to ensure the company's people policies meet the needs of the Associates and the organization
- Prior experience in a fast-past organization with dynamically changing priorities, required
- Prior experience in an entrepreneurial organization strongly preferred
- Prior experience supervising a minimum of 15 direct and indirect subordinates
- Proven success introducing and managing significant policy or process changes into an organization

SUPERVISORY RESPONSIBILITIES

This position directly supervises Associates (Directors and Assistants) and indirectly supervises the entire Human Resources and Office staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bilingual (English + 2nd language) strongly preferred
- Excellent communication skills, both written and verbal; ability to make effective presentations to a wide-variety of audiences (senior executives, entry-level Associates, large groups, etc.)
- Ability to successfully work in a changing environment that has ambiguity, multiple projects and competing priorities
- Proven ability to be a trusted advisor to executives and other senior leaders
- Desire and success working both strategically and tactically as needed
- Ability to lead the HR team with a sense of urgency, a focus on customer service and providing services that compliment the needs of the business
- Highly motivated team player; effective at the executive level, HR department and within the larger organization
- High integrity, credibility, confidence and character with demonstrated high moral and ethical behavior
- High energy level, sense of humor and passion for their work

CERTIFICATES, LICENSES, REGISTRATIONS

Professional certification preferred (SPHR, GPHR, CPP, etc.).