**HR Director Job Description & Template**

*Keyword: HR Director job description, HR director job, human resources director, hr director jobs, director hr*

**Link to How to Write a Job Description: A Template**

Job descriptions can be the most difficult part of a recruiter’s job. Note that while job posts are essentially talent brand marketing, job descriptions are meant for use on your career site and for links in job posts to give a job seeker more detailed information. Job descriptions must contain all the important information about the role and should be optimized with keywords that will drive traffic to the listing on your career site.

Often responsible for HR teams of two or more, Human Resource Directors oversee a region, multiple locations, or serve as the highest-ranking member of HR within the company - but this is not always the case. HR Directors often are responsible for building annual budgets, and are often the decision makers when it comes to buying software, systems, and negotiating benefit offerings for the company. Less likely to be a department of one than the HR Manager, their responsibilities are less compliance and policy, and more focused on building relationships with executive team members and driving results for the organization focused on human capital and company.

**HR Director Job Description**

**Company ABC** is a staffing agency in the U.S. known for our creative, marketing, and executive talent placement. We place permanent and contract-to-hire professionals in hard-to-fill positions for organizations from startups to the Fortune 500.

We’re looking for an exceptional **HR Director** for a leadership role in human resources at our corporate headquarters in the beautiful **Duluth, Minnesota**. This is a salaried position, full-time, onsite, and responsible for **negotiating** **benefits** and **compensation packages, annual budgeting** as well as **internal communication** with company executive team members.

**A typical day as HR Director includes:**

* Selecting our best-in-industry benefits packages, third-party software, and systems, and negotiating agreements with vendors.
* Leading weekly and monthly HR department projects that drive results for our company.
* Working with benefits providers to ensure our offerings are the top available for our contract employees. Review RFPs and vendor proposals for employee benefits and perks programs.
* Communicate frequently with departmental and executive stakeholders to report departmental successes and KPIs.

**What you’ll like most about working in Human Resources at Company ABC:**

* We take great pride in offering our contract workforce the best benefits and compensation packages in our industry, and we think you will too.
* Everyone at ABC Company contributes to the development of programs, regardless of role. Your input will not only be heard; it will be encouraged.
* As a member of our HR team, you’ll be driving our company culture and what makes us an amazing place to work.

**We’re looking for candidates who:**

* Have a bachelor’s degree in marketing, HR, or related field.
* Have SHRM PHR or the equivalent certifications.
* Have 5+ years of experience working on the compensation and benefits aspect of human resources with proven success metrics.
* Experience managing a team of five or more within an HR department.

**Preferred qualifications:**

* An understanding of employer and talent brand in the current marketplace.
* Able to lead a talent brand audit and make recommendations based on results.
* Proven experience developing, testing, and analyzing human resources programs.

**What we offer our employees:**

* A competitive compensation and benefits package, plus performance-based bonus incentives.
* Our corporate HQ offers on-site concierge services for dry cleaning, laundry, and grocery shopping delivery, as well as catered lunches and a stocked snack and drink pantry.
* We’re a culture that thrives on training and development and offers several ongoing management training and leadership programs.

**About COMPANY:**

With three decades in the staffing industry, Company ABC has become a standout among its peers as a talent-driven, creativity-focused agency. Our employees and contract workforce have ranked us in the top 50 Best Places to Work by Glassdoor every year since 2002. Talent is what makes Company ABC successful, and we’re proud of our ability to deliver top talent to hundreds of well-known organizations for their unique marketing and creative staffing needs.

**<EEOC statement>**

*Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities. Please view Equal Employment Opportunity Posters provided by OFCCP* [*here*](http://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm)*. The employee will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.*