

Goodwill Industries of Northeastern Pennsylvania
Title of Job: Human Resource Director
Location of the Job: Scranton, PA
Email resume to pstaples@goodwillnepa.org

Reporting to the CEO, the Human Resource Director is responsible for the development and implementation long and short-term Human Resource strategies to support the organization's mission.

- Collaborates with senior leadership to understand the organization's goals and develops strategies to support those goals.
- Monitors and ensures compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Develops, and implements all aspects of the agency's safety program including Workers Compensation and accident control programs for employees, customers, and visitors.
- Evaluates organizational development needs and provides training opportunities to meet those needs
- Advises management on employee relations issues

Job Specifications:

- Bachelor's degree in Human Resources or related field with at least five years of experience in a Human Resource generalist role with supervisory experience.
- Excellent communication and interpersonal skills.
- Working knowledge of Microsoft Word, Excel, PowerPoint, and experience working with an HRIS system.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.