Downloaded from <https://www.velvetjobs.com/job-descriptions/director-hr>

# Example of Director, HR Job Description

Our company is looking to fill the role of director, HR. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for director, HR

* Monitors adherence to safety regulations, to include OSHA Laws, Workers Compensation, EEO/Affirmative Action, ADA/Employment/Labor Laws, FLSA, COBRA, HIPAA and FMLA
* Ensure learning and development opportunities are relevant, client focused and actively drive talent management initiatives
* Collaborate with Corporate HR on processes and policies to be deployed in the bureaus
* Promote a positive employee relations environment
* Investigates and recommends action regarding employee complaints, to include harassment, discrimination, compensation and/or wage and hour issues
* Responsible for organizing quarterly management meetings with benefits vendor to receive updated information on benefit trends and investment portfolios
* Understand and implement the project/programme measurements needed to drive improvements
* Recommends and implements programme improvements to meet changing scope, risks, and changing requirements
* Manages the communication plan, educational materials, and change management related to the programme
* Monitors project execution to ensure that key milestones and financial parameters are met and that projects are delivered effectively to achieve the overall goals and objectives of the programme

## Qualifications for director, HR

* The ideal HR Director candidate will have at least 10 years of experience in HR full function
* Your working experience in both western countries' and Japanese company will be a plus
* Acquisitions and Structural reviews
* At least 7+ years of related HR experience
* Please submit a resume for immediate consideration
* Significant experience in operational HR role(s), strong co-ordination and collaboration skills are essential