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# Example of Senior Director, Human Resources Job Description

Our company is growing rapidly and is looking to fill the role of senior director, human resources. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior director, human resources

* Apply HR expertise and understanding of GSG’s business to deliver strategic input and lead quality solutions in areas such as talent acquisition, performance management and employee relations
* Ability to function as an internal coach by identifying and resolving issues, encouraging best management practices, anticipating internal organization issues, and proposing solutions
* Collaborates with the National Recruiting team for stores
* Develop meaningful performance management initiatives to identify and motivate high performers
* Develop rapport with functional area executives and department managers and provide HR guidance on employee compensation, organizational design and change, retention management, compliance with labor and employment regulations, employee development, selection and performance management
* Coordination of all recruitment, hiring, career development and performance management initiatives
* Fills the role of strategic advisor in meeting facilitations
* Ensures organizational success in complex business situations such as mergers, acquisitions, exceptional business trajectories, and /or reorganizations
* Overseeing payroll and benefits in conjunction with professional employer organization (PEO)
* Running semi-monthly payroll

## Qualifications for senior director, human resources

* 12-15 years human resources experience with substantial expertise in a generalist and business partner capacity with a large, matrixed company
* Experience with continuous process improvement methodologies (Lean Manufacturing, Six Sigma, Practical Process Improvement)
* Serve as a senior advisor, counsel, and confidant to the Technology leadership team
* Demonstrate agile Human Resources leadership aligned to a changing business and company environment
* Deliver a powerful Human Resources strategy that is aligned to business strategy, needs, and results
* Continue the development of a strong, effective and respected human resource organization