

HR Director

Collision Care Xpress is growing! We are seeking a **HR Director to oversee all employee relations, budgets, staffing, compliance, payroll and benefits**. Collision Care Xpress is a full-service collision center providing the latest auto body repair for gas and electric vehicles from modern 80,000 sq ft facilities in central Broward County. The ideal candidate will flourish in a fast-paced and professional workplace that values positive, friendly attitudes.

Duties & Responsibilities:

- Acting to support the human factor in the company by devising, implementing and supervising all HR initiatives, systems, and tactics for the company to enhance employee job satisfaction and advance the company's business objectives, including:
 - performance evaluation
 - employee accountability mechanisms
 - onboarding and exit procedures
 - hiring practices and staffing levels
 - employee training
 - employee development and advancement
- Maintaining employee records
- Overseeing and processing payroll
- Developing strategies and plans for a variety of HR matters such as compensation, benefits, health and safety, etc.
- Serve as the point of contact for employee relations, resolve employee grievances, and invoke disciplinary action when required for violations
- Monitor adherence to internal policies and legal standards

Qualifications and Skills:

- Proven experience as HR Director or HR Manager
- Excellent knowledge of employment legislation and regulations
- Proficient in Microsoft Office skills
- Thorough knowledge of human resource management principles and best practices
- Excellent organizational and leadership skills
- Outstanding verbal and written communication and interpersonal skills
- Diligent and firm with high ethical standards
- BSc/BA in human resources, business administration or relevant field; MSc/MA in human resources will be a plus
- Recognized HR-related certifications from the Society for Human Resource Management (SHRM), the HR Certification Institute (HRCI), or similar, a plus

Working Conditions:

Will work in an office and will be required to move throughout the 80,000sq ft multi-building facility to interact with employees. May be required to work weekends, evenings, and holidays at direction of management.