



Little River Holdings, LLC

Home Office:

2608 Government Center Drive

Suite 480

Manistee, MI 49660

231-299-1295

www.lrhedc.com

Position: Director of Human Resources

Summary: Senior-level executive responsible for overseeing all aspects of an organization's human resource's function, including developing and implementing HR strategies, managing recruitment, employee relations, performance management, benefits, compliance with employment laws, and leading the HR team to align with overall business goals.

Employment Qualifications- Minimum Necessary Qualifications

A qualified candidate offers:

- Bachelor's degree in human resources, or related field or 10 years specific field experience in business management, finance, industrial/organizational psychology, sociology, and
- 5 years supervisory/managerial experience in the human resources field
- Proficiency in employment legislation and human resources best practices
- Analytical skills to interpret data and make informed decisions
- Strategic thinking and ability to align HR initiatives with business goals
- Excellent interpersonal skills for building relationships with employees and management
- Leadership developmental skill specializing in organizational culture and team building
- Demonstrated proficiency in evaluating and comprehending the developmental requirements of individuals and organizations, as well as identifying opportunities for enhancement, followed by the execution of strategic action plans that yield quantifiable outcomes.
- Expertise in managing employee relations.

Duties and Responsibilities:

1. Leading the hiring process, identifying talent needs, developing recruitment strategies, and managing candidate sourcing and screening
2. Creating and overseeing new employee onboarding processes, identifying training needs, and developing employee training programs to foster career growth
3. Establishing performance evaluation systems, setting goals, providing feedback to employees, and addressing performance issues.

4. Developing and managing compensation structures, including base pay, bonuses, and benefits packages, ensuring market competitiveness.
5. Managing employee concerns, resolving conflicts, investigating complaints, and upholding company policies to maintain a positive work environment
6. Collaborating with leadership to align HR strategies with overall business objectives and future workforce needs
7. Identifying areas for improvement within the organization and implementing initiatives to enhance employee engagement and productivity
8. Analyzing HR metrics to identify trends, measure performance, and inform decision-making.
9. Leading and supervising the HR team, assigning tasks, and providing coaching and development opportunities.
10. Implementing new HR policies and practices effectively, managing organizational changes, and communicating updates to employees.
11. Attends position related conferences, training, and other appropriate meetings, traveling, as necessary.
12. Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
13. All other position related duties as assigned by supervisor.

Physical Demands: Sitting for long periods of time with occasional standing, walking, or reaching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

Working Environment: Work is performed in a climate-controlled office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business needs. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or training.

Indian Preference applies in accordance with Ordinance #15-600-02

Hiring Range: \$71,928 – \$141,000 – **Commensurate with Verified Qualifications**

Status: Exempt; Bi-Weekly pay

Background Check: Extensive

To apply: please submit completed resume, cover letter, transcripts for degree, any/all licensure(s) and /or certifications required/relevant for position, front/back of driver's license, front/back of Tribal ID (if applicable) to: Little River Holdings HR Department, 2608 Government Center Dr. Suite 480, Manistee, MI 49660; or Email: brittneydrake@lrhdc.com

Conditions of employment with Little River Holdings includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Posted: 5/6/2024

Remove: Until Filled