



Hiring: Director of Human Resources

Location: Corporate Office - Norwood, MA 02062

Hours: Full-Time

Pay Rate: Starting at \$110,000. Yearly Salary

Department: Human Resources

Reports To: Vice President, Human Resources

FLSA Status: Exempt

The Director of Human Resources serves as a strategic business partner responsible for leading and advancing HallKeen Management's people programs, policies, and practices. This role oversees the development, implementation, and administration of human resources initiatives that support organizational goals, employee engagement, talent acquisition, performance management, compliance, compensation, benefits, employee relations, and workforce development.

The Director will collaborate closely with leadership to foster a positive, compliant, and high-performing workplace culture while ensuring alignment with company objectives and applicable federal, state, and local employment regulations.

Key Responsibilities:

Human Resources Strategy & Leadership:

- Partner with executive leadership to develop and implement HR strategies that support business objectives and organizational growth.
- Lead the design, implementation, and continuous improvement of HR policies, programs, and practices.
- Drive consistency and standardization of personnel practices across all company divisions and locations.
- Identify opportunities to improve organizational effectiveness, employee engagement, and operational efficiency.
- Serve as a trusted advisor to leadership on workforce planning, organizational design, employee relations, and change management initiatives.

Employee Relations & Performance Management:

- Provide coaching and guidance to managers and employees regarding HR policies, procedures, workplace concerns, and employee development.
- Lead employee relations investigations and facilitate conflict resolution while ensuring fair and consistent application of company policies.
- Advise management on disciplinary actions, performance improvement plans, corrective action processes, and employment-related decisions.
- Oversee performance management processes, including evaluations, goal setting, and employee development planning.
- Promote a positive workplace culture focused on engagement, accountability, inclusion, and professional growth.

Talent Acquisition & Workforce Development:

- Oversee recruiting and onboarding processes to attract, hire, and retain top talent.
- Support recruitment efforts, including job postings, candidate screening, interviewing, offer preparation, and onboarding activities.
- Develop and coordinate employee orientation, training, leadership development, and professional development initiatives.
- Partner with managers to identify staffing needs and succession planning opportunities.

Compensation, Benefits & Payroll Administration:

- Oversee employee benefit programs, including health, dental, life, disability, retirement, leave programs, and voluntary benefits.
- Manage annual benefits renewal processes, vendor relationships, plan evaluations, and employee communications.
- Ensure accurate administration of benefits programs, claims resolution, enrollment changes, and regulatory reporting.
- Oversee payroll operations and provide leadership to payroll personnel to ensure timely and accurate payroll processing.
- Support compensation planning and salary administration practices aligned with organizational goals and market trends.

Compliance & Risk Management:

- Ensure compliance with all applicable federal, state, and local employment laws and regulations, including but not limited to FLSA, ADA, FMLA, OSHA, COBRA, HIPAA, EEOC, and wage and hour requirements.
- Maintain current knowledge of employment legislation and HR best practices.
- Prepare and manage required HR, benefits, and regulatory filings, audits, and reporting requirements.
- Partner with legal counsel when appropriate regarding employment matters, investigations, and regulatory compliance.
- Oversee workers' compensation administration, background screening processes, and workplace safety-related HR initiatives.

HR Operations & Administration:

- Maintain accurate and confidential employee records and HR information systems.
- Develop and update employee handbooks, job descriptions, offer letters, policies, procedures, and other HR documentation.
- Ensure efficient HR operational processes and recordkeeping practices.
- Lead, mentor, and develop HR and administrative support staff.
- Oversee employee recognition programs, company events, and employee engagement initiatives.

Additional Responsibilities:

- Deliver presentations and training related to HR programs, policies, and workplace compliance.
- Participate in special projects and organizational initiatives as assigned.
- Perform other duties as required to support business operations and employee success.

Qualifications:**Education:**

- Bachelor's degree in Human Resources, Business Administration, Organizational Development, Communications, or a related field required.
- Master's degree or advanced HR certification preferred.

Experience:

- Minimum of 7+ years of progressive human resources experience, including leadership responsibilities.
- Experience developing and implementing HR strategies, programs, and organizational initiatives.
- Demonstrated success managing employee relations, benefits administration, compliance, and talent management programs.
- Experience leading organizational change initiatives and process improvement efforts.
- Multi-site or property management industry experience preferred.

Certifications (Preferred):

- SHRM-CP, SHRM-SCP, PHR, or SPHR certification.
- Relevant HR, leadership, or change management certifications.

Knowledge, Skills & Abilities:

- Comprehensive knowledge of employment law and human resources best practices.
- Strong leadership, coaching, and employee relations skills.
- Exceptional verbal, written, and interpersonal communication abilities.
- Proven ability to build collaborative relationships across all levels of the organization.
- Strong analytical, problem-solving, and decision-making capabilities.
- Ability to maintain confidentiality and exercise sound judgment.
- Excellent organizational and project management skills.
- Skilled in managing multiple priorities in a fast-paced environment.
- Proficiency with HRIS systems, payroll systems, and Microsoft Office applications.

Core Competencies:

- Strategic Thinking
- Leadership & Team Development
- Employee Relations
- Emotional Intelligence
- Change Management
- Collaboration & Influence
- Compliance & Risk Management
- Problem Solving
- Communication Excellence
- Continuous Improvement
- Accountability & Integrity

Physical Requirements:

- Ability to sit, stand, walk, bend, and reach throughout the workday.
- Ability to occasionally lift and/or move up to 20 pounds.
- Ability to travel between company locations as needed.
- Ability to use standard office equipment and technology.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

To learn more about HallKeen, visit www.hallkeen.com

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