

Director of Human Resources

Overview: The Director of Human Resources is a senior-level position responsible for overseeing all aspects of human resources management within the organization. This role requires strong leadership, strategic thinking, and comprehensive understanding of HR practices to support the organization's goals and objectives. The Director of Human Resources reports directly to the Chief Executive Officer (CEO) and collaborates closely with department heads to ensure alignment between HR strategies and business objectives.

Responsibilities

1. **Develop and Implement HR Strategies:** Develop and execute HR strategies aligned with the organization's overall mission, vision, and objectives. Ensure HR initiatives support the company's growth and expansion plans.
2. **Talent Acquisition and Recruitment:** Oversee the recruitment process, including sourcing, interviewing, and hiring qualified candidates. Develop effective recruitment strategies to attract top talent and ensure a diverse and inclusive workforce.
3. **Employee Relations:** Provide guidance and support to employees and management on HR-related matters, including performance management, conflict resolution, and employee relations issues. Implement policies and procedures to maintain a positive and productive work environment.
4. **Compensation and Benefits Management:** Design and administer competitive compensation and benefits programs to attract and retain talent. Analyze market trends and benchmarking data to ensure the organization's compensation and benefits packages remain competitive.
5. **Training and Development:** Develop and implement training and development programs to enhance employee skills and capabilities. Identify training needs and opportunities for employee growth and career advancement.
6. **Compliance and Legal Requirements:** Ensure compliance with all applicable labor laws, regulations, and company policies. Stay updated on changes in employment laws and regulations and advise management on compliance issues.
7. **Performance Management:** Oversee the performance management process, including goal setting, performance evaluations, and feedback mechanisms. Implement performance improvement plans as needed and recognize and reward high performers.
8. **HR Metrics and Reporting:** Develop and track HR metrics and analytics to measure the effectiveness of HR programs and initiatives. Prepare regular reports and presentations for senior management to communicate HR performance and progress.
9. **Employee Engagement and Retention:** Develop strategies to enhance employee engagement and retention. Conduct surveys and assessments to gather feedback and identify areas for

improvement. Implement initiatives to foster a positive work culture and enhance employee satisfaction.

10. Leadership and Team Development: Provide leadership and guidance to the HR team, fostering a collaborative and high-performance culture. Develop and mentor HR staff to build their skills and capabilities.
11. Succession Planning: Oversee CEO succession planning within our organization. Responsibilities include identifying and developing internal talent, collaborating with board members to establish criteria for succession, and ensuring a seamless transition process for key leadership roles.

Qualifications

- Bachelor's degree. No specific field of study required.
- Experience in HR leadership role, with a minimum of 8 -10 years of progressive HR experience. Junior applicants will not be considered, this role is not for a new grad.
- Strong understanding of HR best practices, employment laws, and regulations.
- Excellent leadership, communication, and interpersonal skills.
- Demonstrated ability to develop HR strategies that support organizational goals.
- Experience managing talent acquisition, employee relations, compensation, and benefits programs.
- Ability to analyze data and metrics to drive decision-making and measure HR performance.
- SHRM-CP or SHRM-SCP certification preferred.

The Director of Human Resources will play a critical role in shaping the organization's culture, driving employee engagement, and supporting business growth and success. This position requires a strategic mindset, strong leadership abilities, and a passion for creating a positive and inclusive work environment. **You are a builder, not a politician or a bureaucrat.**

To Apply

Please send a resume to careers@phillipcapital.com with "HR Director" in the subject line. Phillip Capital Inc. will not consider candidates sent by recruiters.

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