

## Director of Human Resources

Founded in 1977, CARCO Group, Inc. and its three divisions is a nationally recognized information services company that provides investigative, fraud detection, and risk mitigation services to large corporations and business entities. Our valued clientele, which includes numerous Fortune 500 companies, relies on CARCO to prevent an employment or contractual situation with an individual and/or entity that, because of past conduct, could be a potential risk, to fulfill compliance requirements, and/or contractual requirements from the government or prime contractor.

We currently have an exceptional opportunity for a polished senior level professional with the ability to engage high-level management and work with confidential information. As a member of our management team, you will oversee all aspects of HR related functions, except payroll. In addition you will be responsible for:

- Recruitment – driving the recruitment effort at the Company headquarters as well as direction to other field offices/operations with their recruitment campaigns aligning efforts with the strategic direction of the company. Responsible for advertising, sourcing, and interviewing and all aspects of the recruitment cycle. Utilize human resource knowledge, internal, and external contacts, and external search firms (where necessary) to create a pipeline of human capital.
- Ensuring proper investigations are completed when and where complaints surface.
- Maintaining company employee handbook and related policy materials.
- Staying current on trends and best practices in recruiting and employee retention efforts.
- Coaching – Provide coaching on integrating performance evaluations and feedback into business and staffing plans
- Career development – Provide coaching to management on how to appropriately staff their operations and provide development opportunities for the internal mobility of staff.
- Performance management and development - orchestrating people, teams, processes, and resources to support and implement the needs of the business.
- Internal succession and development plans – provide input to Sr. Management regarding the development of internal succession plans.
- Employee Benefit Plans - Management of employee benefit plans (major medical, dental, life insurance, disability, etc.). Interacting with EB Consultants regarding the annual EB renewals and plan designs to drive affordability and best quality for workforce.
- Develop and nurture strong relationships across company divisions and

practices and focus recruitment, retention and human resource efforts to meet their needs. Anticipate business challenges and opportunities, lead and manage change.

- Connect with new hires and on-board new employees, processing the required paperwork and providing the new employee orientation.
- Execute and manage the annual performance review & compensation process.

**We require:**

- ◆ Bachelor's degree, SPHR or SHR certification desirable.
- ◆ Recruiter experience with deep background in sourcing new talent including senior level talent (VP, SVP, and +)
- ◆ Coaching, negotiation and conflict resolution skills required.
- ◆ Mid-level to advanced computer skills, knowledge of HRIS systems and recruiting platforms and background investigations.
- ◆ Knowledge and understanding of compliance with Human Resource regulations.
- ◆ Excellent verbal and written communication skills
- ◆ Able to work independently and to lead other remotely.
- ◆ Detail-oriented, ability to multi-task with strong follow-through under pressure.
- ◆ Proven ability to prioritize, problem-solve, and work quickly efficiently.
- ◆ Consulting or service industry experience desired.

Email a resume to [BBerger@CARCOGroup.com](mailto:BBerger@CARCOGroup.com)

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