

## **Director of Career Development and Human Resources**

Vanguard is an award-winning, integrated marketing communications agency that provides strategic solutions for Creative, Digital and Promo. We are innovative problem solvers, strategic creatives and execution experts who make a real difference for our Clients.

We are looking for a Career Development and Human Resources Director who will serve in two main areas for the organization:

- Improve the productivity of the organization's employees. Assess developmental needs to drive training initiatives, creatively design and implement effective education plans that result in enhanced performance
- Manage the Human Resources function of the organization, including but not limited to, policy development, communication and implementation; employee relations; recruiting & staffing; benefits; performance evaluations

### **Major Responsibilities & Activities**

#### **Training and Development**

- Identify and assess current and future training needs through job analysis, career paths, annual performance appraisals and consultation with department managers
- Develop an overall training and development plan that addresses needs and expectations of each department from the onboarding process onwards
- Set performance metrics, evaluate productivity, and help workers create long-term career plans within the organization
- Manage training budget, monitor, evaluate and measure training program's effectiveness and success
- Maintain a keen understanding of training trends, developments and industry best practices
- Oversee the recruiting and hiring process by assisting managers to ensure that job descriptions are accurate and in legal compliance
- Provide training and guidance to managers in the completion of employee performance evaluations

#### **Human Resources**

- Advise management on legal compliance regarding employee relations issues including, but not limited to hiring, disciplinary procedures, termination and prepare correspondence for actions
- Coach managers/supervisors regarding interpretation of company policies and employee relations issues
- Under the direction of the leadership team, research, write, and revise company policies and procedures and related documents, including the company employee handbook
- Supervise and direct the activities of the HR Coordinator; assign tasks, monitor performance; conduct performance evaluation
- Oversee benefit programs

## Requirements

- Certified Professional in career development and training and/or SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credentials preferred
- 7-10 years of experience in areas of training and human resources functions
- Expertise with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc.)
- Track record in designing and executing successful training programs
- Excellent oral and written communications skills
- Ability to interact effectively with all levels of the organization
- Strong technical aptitude with analytical and problem-solving skills
- Knowledge of state and federal regulations including FLSA, FMLA, COBRA and other relevant labor laws.

Please email resume and brief cover letter that includes your wage range requirements to: [jobs@hellovanguard.com](mailto:jobs@hellovanguard.com)

## About Vanguard

We are based in midtown New York City with offices in NJ, CT and PA. For more information about our company and its brands, visit [hellovanguard.com](http://hellovanguard.com)

Vanguard Direct is an Equal Opportunity and Affirmative Action Employer. All qualified applicants, including minorities, women, veterans, and people with disabilities are encouraged to apply.

We are not currently able to sponsor visas. Must have unrestricted work authorization to work in the United States

To all recruitment agencies/staffing firms: Vanguard Direct does not accept candidate resumes. Please do not solicit or forward resumes to our employees. Vanguard Direct is not responsible for any fees related to unsolicited resumes.