

Position: Director Office Services - New York City, NY

The Opportunity: Compass Workforce Solutions has been retained to execute a search on behalf of Zelouf International. Zelouf International is a family owned and operated textile design, manufacturing and wholesale company with more than thirty years of experience in the textile industry. Zelouf International has a reputation for servicing garment manufacturers with a diversified line of products that stay on the cutting edge of the fashion market. Products are manufactured in Asia and can be shipped anywhere worldwide or imported into the United States for local manufacturing. Zelouf has offices in New York City, Los Angeles and a distribution warehouse in Clifton, NJ.

Position Summary: Reporting to the CEO, the Director of Office Services is responsible for planning and coordinating the human resources, facilities management, and office functions of the company with 50+ employees in 3 states. Qualified candidates will have 7+ years' experience working in a creative office environment with full responsibility for HR, Facilities and Office Management functions and significant employee relations experience. Work hours are 8:30 AM to 5:30 PM Monday through Friday and require weekly travel to the Clifton, NJ warehouse and occasional overnight travel to the Los Angeles, CA office.

Job Responsibilities:

- Manage HR policies and procedures for 3 locations – NYC, LA offices and NJ Warehouse
 - Create proper corporate HR policies and procedures; provide manager training on policies and procedures.
 - Maintain a working knowledge of HR employment regulations.
 - Develop and administer HR programs in areas of employee performance evaluations, employee awards or recognition and organize company events.
 - Will be involved in all aspects of employee relations including hiring, managing the onboarding process, safety and wellness, discipline, and termination of employees.
 - Support the Controller with benefit administration; manage open enrollment, process enrollments, terminations, COBRA administration, etc.
 - Manage the recruiting process including creating and posting of job ads, reviewing of resumes, screening candidates and scheduling interviews.
- Office Management
 - Recommend and implement policies and procedures to streamline and improve office operations and processes.
 - Maintain policies and decorum related to overall office conditions.
 - Maintain proper supplies required for all offices.
 - Approve all purchases of new office equipment.
 - Direct point of contact for all employees with an IT related issue and liaison to the IT provider.
- Facilities Management
 - Manage warehouse facility in partnership with the NJ warehouse manager.
 - Manage the NY and LA office facilities.
 - Ensure proper procedures are implemented and monitored to maintain safety and security of all facilities.
 - Review invoices and negotiate contracts with all service vendors including IT, cleaning services, landscaper and landlord.

Minimum Qualifications:

- Minimum 7 years' of experience in human resources, facilities management and/or office management, with experience managing remote sites or satellite locations strongly preferred.
- Bachelor's degree in human resources, management or related field or equivalent work experience.
- Exceptional written, verbal, and interpersonal skills to interact in person, via phone, and via email.
- Strong organizational skills and ability to meet deadlines.
- Ability to work independently on assigned tasks.
- Familiarity with Paycor payroll and HRIS software strongly preferred.
- Proficiency in Microsoft Office Suite, including Power Point.
- Ability to work in New York City, NY 4 days a week and one day in Clifton, NJ.
- Hold current Notary Public license or will obtain within first 90-days of employment.
- Preference will be provided to candidates with experience in the textiles, apparel, fashion, garment and/or creative fast-paced time-sensitive environments.

*Zelouf offers Paid Vacation, Holidays and Sick time, Simple IRA, Health Insurance and Transit benefits
Zelouf International is an equal opportunity employer.*

To Apply: Please submit cover letter, resume and salary requirements to:

<https://www.ziprecruiter.com/job/a0643e0c>