

Director of Talent & HR

Hey you - yeah, you! It's time for takeoff, superstar. You know who you are. You're smart without taking yourself too seriously. You can play hard, work hard, and get behind our core qualities:

- Respect dealt straightforward
- Team comes first
- Ask questions
- Pull your weight
- Expand your skillset

When you fly with us, you join a team that knows how to live life and get the job done without working a million hours a week. We're all about backing up words with action and proof. Which is why we've assembled an employee perks and benefits package well worth a double take. That means unlimited (and enforced) PTO and 12 weeks of fully paid maternity leave. Not bad, right?

Role Description

We're hiring a talented and motivated Director of HR to lead our company's human resources department. This person is responsible for day-to-day coaching of the agency's personnel as well as several other responsibilities including benefits management/administration, compensation planning, interviewing & staffing, new employee onboarding, and company event planning.

We've doubled headcount over the last year and now approaching 60 FTEs and need our team to have a voice at every level. We are seeking an experienced professional to fulfill the role of the Director of HR who embodies the belief that our people are the most valuable assets to our organization.

This is an ideal position for a dynamic HR professional with strong employee-relations skills who is looking to work in a fast paced, exciting, and ever-changing business. The successful candidate must possess excellent leadership qualities, with the ability to maximize the talents of our team.

The Responsibilities

- **Recruitment:** Collaborate with the Talent Acquisition and Finance teams to open roles, draft job descriptions and establish candidate profiles. Support required from job postings ultimately to onboarding. You'll also create a positive and effective onboarding experience to ensure new hires are set up for success.
- **Career Development:** You will actively create opportunities and help communicate career paths and training for our team members while also partnering with department leads on day-to-day employee relations and performance management.
- **Policy Management:** Partner with the leadership team to monitor the needs of the organization and update our policies to support HR-related needs and growth – including benefits and 401k management.
- **Company Growth:** Support agency's goals and objectives including organizational effectiveness issues, training and development initiatives, compensation analysis and recommendations, diversity initiatives, and change implementation
- **Everything else HR:** Helping our leadership maintain our culture and environment, work with all department heads to ensure the overall health of our team members and the organization and stay out in front of trends related to team member benefits – these are all things we look forward to working on together – building on current base.

- **Team Building:** Think outside the box! Plan fun activities and events for the departments to break down barriers and for the whole group to let their hair down. No event can be too crazy for our team.

Do you have what it takes?

- Must be local to Atlanta
- Bachelor's degree required; Human Resources professional certifications desired
- 7+ years of HR experience with strong employee relations, onboarding, and performance management skills
- Experience working in an agency environment, supporting digital, media, analytics, and account communications teams, preferred
- Ability to thrive on a fast-paced team in an ever-changing environment, with lots of ambiguity, but lots of opportunity. A strong "sense of urgency" is required.
- Excellent working knowledge of federal, state and local employment laws; demonstrated ability to partner with finance and legal
- An innate desire to solve problems and ability to formulate solutions—excellent conflict management skills
- High level of emotional intelligence and interpersonal skills—verbal, non-verbal, and written—confident presentation skills, and laser-sharp detail orientation
- High standards of professionalism and presence when engaging all levels of employees, a commitment to the strictest level of confidentiality, and sound business judgment
- Strong team collaborator and have a "hands-on" approach with junior team members
- Experience with HRIS and applicant tracking systems, like Success Factors, iCims or similar technology a plus

What's in it for you?

- **Work From Home** – Some days you want the in-person experience, others you want to skip the commute and keep on the sweatpants. No problem. The employees are required to come into the office 1-2x per week to share the energy of the teams who are creating outstanding work.
- **Flex Time** – Need to run out for a few hours for an appointment or personal issue? Go for it and make up the time on your schedule. Or if you need a whole day, go ahead and take it off. As long as you are pulling your weight and meeting Cardinal qualities, we're all about flexibility.
- **Unlimited PTO** – do I need to say more?
- **Dog Parent?** Bring them on in! Our office is dog-friendly... maybe even a little dog-obsessed.
- **\$\$\$ and Benefits** – We understand that talented people are in high demand these days, and we'll compensate you accordingly. In addition to generous pay and bonus opportunities, we also offer a 401K with company match, and full health and dental benefits.

If you enjoy being client facing in the digital world and want to join a fun and hardworking environment, we encourage you to apply! Come join one of Atlanta's best and brightest digital marketing agencies.