

Director, Human Resources

Job Description

Location: Oxford, Mississippi

Description:

The Director, Human Resources will report to the Chief Operating Officer.

mTrade considers its investment in talent and human capital paramount to its success and this position will “own” a valuable, pivotal role with full support from, and in partnership with the Senior Leadership Team, to help continue to deliver on mTrade’s vision.

Key Responsibilities:

- Support the strategic direction of the company in leading the HR function and all HR-related activities.
- Partner with senior leadership as a valued and trusted resource to advance the company’s high-performance culture, drive positive employee engagement and secure a high retention rate.
- Oversee and adhere to all HR regulatory requirements and documentation, ensuring compliance with all local, state, and federal employment laws for exempt and non-exempt employees.
- Provide information and guidance to Heads of Departments on a variety of issues related to employee relations, ensuring compliance with company policies and legal requirements.
- Be the lead point of contact for and manage mTrade’s 3rd party benefits providers ensuring timely decisions on, and dissemination of information to employees on plan updates etc.
- Accountable for and managing the company’s HR management information system to always be up to date and accurate.
- Liaise with the Finance Department on employee payroll and benefits, change in employee status, PTO etc.
- Lead and develop the shared Accounting & HR Administrator.
- Develop organizational HR strategy to recruit and retain top caliber employees in a high-growth environment, identifying key talent within and outside the company for mission critical positions.
- Carry out talent acquisition and onboarding for different Departments according to HR compliance protocols using the company’s HR Information System.
- Direct the interpretation and application of policies throughout the company, staying informed of new practices and developments.
- Act as the initial point of contact for HR inquiries, delivering prompt and professional responses and resolutions to employee questions and concerns.
- Maintain accurate and confidential employee records, ensuring strict compliance with data protection regulations.

- Work with Head of Marketing to send all HR-related communications to employees.
- Oversee company celebrations and announcements regarding company founder updates, promotions, retirements and other acknowledgements etc.
- Evaluate market compensation information to ensure mTrade maintains a competitive compensation and benefits position.
- Develop and support succession planning, career development, and talent management initiatives using performance reviews and KPIs etc.
- Lend support to senior management as needed in annual departmental budget/planning deliberations.
- Work with executive management to develop mentor/employee development program throughout the organization.
- Develop and maintain relationships with external stakeholders e.g. University Career Centers as a source of future employees.

Experience Required:

- 6 - 8 years in all areas of Human Resources.
- A background and proven track record of resolving conflicts and turning them into successes.
- Working in a consultative leadership role with Senior Leadership teams.
- Demonstrated high level competence of strategic, analytical, conceptual, and innovative thinking.

Skills Required:

- Confidentiality: Able to work with highly confidential and sensitive information.
- Leadership: Able to direct, lead and motivate people with empathy and positivity.
- Interpersonal Skills: Polished interpersonal, communication - verbal and written - and organizational skills to effectively address and influence all levels in and outside of the company.
- Team Player: Able to work collaboratively with teams at all levels.

Education Required:

Bachelor's or Master's degree in Human Resources Administration or related field.