



HR Director

Location: Lubbock, Texas

Job Description

The Human Resources Director oversees all HR practices for the company. They are responsible for HR management, employee relations, staffing needs, mitigating risk, promoting the company's values, and implementing strategies that support business growth.

Responsibilities

- Developing and executing best practices for recruiting and hiring employees.
- Recruiting, interviewing, hiring, and onboarding new staff.
- Designing and executing company onboarding procedures.
- Planning, developing, and implementing policies, processes, initiatives, and surveys to support the company's HR compliance and strategy needs.
- Overseeing the administration of benefits, leave, disciplinary matters, disputes and investigations, occupational health and safety, morale, and employee development.
- Monitoring and ensuring the company's compliance with federal, state, and local employment laws and regulations; reviewing and modifying policies and practices to maintain compliance.
- Maintaining knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; communicating changes in policy, practice, and resources to upper management.
- Maintaining employee records.

Qualifications

- Bachelor's Degree in Business and/or Human Resources preferred, or equivalent work experience
- Excellent communication skills; both written and verbal
- Strong customer relations skills
- Strong attention to detail
- Excellent organizational skills and time management
- Ability to prioritize multiple work streams
- High degree of honesty and integrity
- Knowledge of labor regulations and HR practices
- Knowledge of best marketing and social media practices
- Ability to adapt to the needs of the organization and employees
- Strong computer and business solutions software skills

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