

## Kudler Fine Foods

### Job Description

#### **Director of Administration & HR**

Develops policies and directs and coordinates administrative and human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services.

#### **Essential Duties**

1. Develops and maintains a human resources system that meets top management information needs.
2. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
3. Represents management in negotiating collective bargaining agreements.
4. Analyzes wage and salary reports and data to determine competitive compensation plan.
5. Prepares personnel forecast to project employment needs.
6. Develops supervisory training on company policies regarding equal employment opportunities, compensation, and employee benefits.
7. Consults legal counsel to ensure that policies comply with federal and state law.
8. Develop recruitment plans to ensure that each store has an available pool of qualified candidates to fill store openings. Trains managers on proper hiring and selection processes, consistent with company policy.
9. Supervise the HR assistant and company administrative assistant.

#### **Required Qualifications and Experience**

The director of Administration & HR must have knowledge of state and federal employment law, as well as experience in Human Resources.