

## **Job Description – Human Resource Director**

### **Duties of this Position:**

The duties listed below are examples of work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

### **Experience / Abilities Required:**

The ideal candidate must have training skills, good people skills, be able to work in a team environment, have a commitment to providing excellent customer service, apply common-sense, carry out detailed written and oral instructions, effectively communicate with other employees and customers, be self-motivated, and prioritize tasks. Have the ability to lift 50 lbs and stand for long periods of time.

### **Responsibilities**

- **Customer Service.**  
Everyone in the company is in charge of quality customer care whether it is having a smile in your voice on the phone or going the extra step in person.
  
- **Performance Management**  
These duties will include employee performance improvement, performance development, training, cross-training, challenging assignments, 360 degree feedback and regular performance feedback. Maintain records, prepare reports and compose correspondence relative to the work. Setting goals and overseeing measurements for each employee. Directs staff in the processing of personnel transactions, time keeping, payroll, personnel record keeping, and insurance, longevity and disability management. Coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.
  
- **Communication**  
Communication at Prime Time Auctions is a must. Face-to-face or person-to-person interpersonal communication is the most frequent communication method most people use at work. Additionally, people communicate via email, newsletters, phone messages, presentations and meetings. Teaching and implementing on ways to better communicate effectively.
  
- **Organization Development**  
The development of Prime Time Auctions and, particularly, how Prime Time Auctions is managed impacts the success of Prime Time Auctions. Organization development activities intervene in the interactions of our people such as formal and informal groups, work culture and climate, and organization design to increase the effectiveness using a variety of applied behavioral sciences.
  
- **Coaching**  
Duties to improve employee performance would include day-to-day interaction between HR Manager and an employee who reports to HR Manager. Giving positive or negative feedback about employee in order to help employee improve performance.
  
- **Training**  
Gather and implement information about employee training, employee development, and employee education. Employee training promotes employee satisfaction and employee retention. Identify staff development and training needs and ensure that training is obtained. Direct the development or selection of training materials such as training handbooks, demonstration models, multimedia visual aids, reference works etc.

Conduct training sessions, workshops conferences and seminars on specific areas.

Develop programs for or instruct departments' supervisory personnel or others on the techniques of training.

Supervise and conducts special studies and analysis of personnel programs and policies, develop information systems to aid in department management decisions.

- **Policy Recommendations**

Ensure the necessary policies and procedures are in place to ensure a safe, organized, friendly, empowering, nondiscriminatory work place.

- **Team Building**

Create an environment that employee involvement, teams and employee empowerment enable employees to make decisions about their work, increase loyalty and foster ownership in Prime Time Auctions.

- **Employee Relations**

Implement information that ensures positive employee relations, policy samples and job descriptions.

- **Salary and Benefits**

Employees know salary and benefits offered by Prime Time Auctions and the opportunities that exist as an employee of Prime Time Auctions.

- **Recruiting**

You are recruiting the best employees for Prime Time Auctions needs. We want talented employees who fit our culture. Your recruitment strategies are critical in attracting these people.

- **Hiring**

To select and hire the best employees for open positions. Selection and evaluation techniques are important to pick among qualified candidates. Employee selection and employee hiring processes are critical to hiring a superior staff.

- **Dismissal/Layoffs/Suspension**

Direct staff in overall personnel administration including demotions, suspensions, layoffs and dismissals.

Ensure all proper channels and guidelines have been taken in the dismissal of an employee.

Arrange with staff about employee grievances and complaints originating from individual work situations or work environment.

- **Auction Day**

Cashier / Clerk / Drive Cars / Parking / Security / Customer Service / Pictures / Etc

Learn as many aspects of auction day as comfortable with

**Disclaimer:** Although Company has attempted to accurately and thoroughly describe this position; it is not intended to be an exhaustive listing of the duties that may be performed. Company reserves the right to change, add to, or subtract from the duties outlined, at any time, with or without advance notice.