



DIVISION-D JOIN OUR TEAM!

HUMAN RESOURCES DIRECTOR

ABOUT THE ROLE:

Our HR Director will be responsible for overseeing hiring and employee relations across all departments within the company. They will plan, lead, and enforce recruitment, employee relations policies, and company culture. The ideal candidate will have experience in HR and have strong interpersonal skills to effectively manage, interact, negotiate, and communicate with employees.

CORE RESPONSIBILITIES:

- Manage all human resource initiatives including recruitment, benefits, and employee relations
- Establish human resources objectives in accordance with organization goals, federal, state, and legal requirements
- Advise managers on employee and labor policies
- Collaborate with other department managers to deliver employee feedback, ensure compliance, and facilitate performance management
- Discipline and handle termination of employees as per the organization's policies
- Maintain and foster company culture

REQUIREMENTS:

- Bachelor's Degree – Human Resources or Business Management
- 5+ years of HR experience
- Strong communication skills, both verbal and written
- HR certifications and qualifications are preferred

ABOUT DIVISION-D:

Division-D is a leading digital media partner. We work directly with both brands and agencies to provide a full-service approach for their digital ad campaigns. Digital channels include: website and apps, social media platforms, connected devices, email marketing, and more.

We are interested in filling this position right away and will start conducting interviews immediately. Please email your résumé, portfolio, cover letter, and available times that you can interview. Please contact us with any questions you may have or to setup an interview.

DIVISION-D RECRUITMENT TEAM

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Raleigh, NC • Los Angeles, CA • Washington, D.C
Austin, TX • St. Louis, MO*