



GLOBAL DIRECTOR HUMAN RESOURCES | GLOBAL RENEWABLE ENERGY CO. | SILICON VALLEY

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Global Director Human Resource

The Role

The successful candidate will be responsible for establishing policies and best practices for the organization, administering benefits, and supervising the HR and Recruitment team. The Global HR Director will also be responsible for performance management and personnel compliance with full-time headquarters staff and overseas employees.

Responsibilities

The Global Human Resources Director coordinates the implementation of people-related services, policies, and programs; manages the HR and Recruitment team; reports to the Chief Financial Officer. He/ She will also:

- Work collaboratively with executive management, division managers, HR team, and other stakeholders to build a culture of excellence and innovation.
- Manage employee relations issues for headquarters and international staff. In conjunction with legal department and local counsel ensure compliance with U.S. and international labor laws, supporting audits as necessary.
- Provide tools and guidelines to support and implement policies and procedures, domestic and international employment agreements, development of HRIS (Human Resource Information System), field office employee manuals, benefit summaries and compensation guidelines; Maintain a high-quality central HR function, including appropriate technology, systems, and tools, including the use of metrics and people data to inform key decisions.
- Manage the recruiting, selection process, and on-boarding processes. Work with management to ensure the selection of the right candidates for open positions.
- In consultation with the legal department, resolve complex employee relations issues (such as harassment and discrimination allegations) in a balanced, fair, and objective manner, using appropriate counseling, investigative, intervention and mediation techniques.
- Lead development and execution of employee engagement and retention strategies, plans, and initiatives including the design and implementation of a training, mentoring and professional development and succession plans.

- Manage the performance management process and facilitate improvement of performance management systems and training for domestic and international staff.
- Manage compensation and benefits administration, including 401(K).
- Manage employee welfare, wellness and health programs for domestic and international staff, domestic employee safety and provide guidance and support to the country offices' welfare, wellness, and health programs.
- Manage small HR and recruitment team in US and provide functional leadership to international staff with HR responsibilities; and
- Other HR related tasks and initiatives as may be assigned from time to time.

Qualifications

- BSc/BA, Human Resources, Business Administration, or relevant field. MSc/MA in Human Resources a plus.
- Human Resources professional with 10+ years of progressive human resources/organization development experience.
- Experience in domestic and international HR operations. Experience recruiting internationally a plus.
- Deep and broad understanding of employment law, recruitment and selection, employee relations, compensation, and benefits.
- Demonstrated ability to think creatively and collaboratively about staff development and training.
- Experience selecting, implementing, and institutionalizing HR systems.
- Previous management experience required; At least 5 years preferred.
- Ability to influence and build credibility at all levels and establish collaborative working relationships.
- Proven ability to operate in a fast-paced, complex, decentralized and geographically diverse organizational structure.
- Ability to determine and ensure compliance with all federal, state, and local laws and regulations.
- Superior communications skills, oral and written.
- Strong strategic and problem-solving skills.
- Excellent networking and interpersonal skills as well as strong organizational skills and initiative.
- Exposure to interviewing techniques, knowledge of personnel policy and procedure and federal and state laws regarding employment.
- Proficient computer skills – especially Microsoft Suite of applications (Word, PowerPoint, Excel) and HRIS/HRM systems a plus.

The ideal candidate will exhibit: an ability to maintain confidential information in a professional manner; demonstrated ability to produce results, prioritize and perform a variety of tasks on short notice within demanding deadlines; and proven ability to work under pressure.