

## Director of Human Resources

Companywide

Founded in 1954, Keck + Wood, Inc. is a growing and dynamic employee-owned consulting firm with offices in Georgia and South Carolina. Our 70+ employees serve Community Development, Transportation and Utility clients across the southeast by providing quality engineering, planning, landscape architecture, and land surveying.

Today, Keck & Wood offers great opportunities for individuals interested in Engineering, Landscape Architecture, Survey or Planning to join our team and make a difference.

***Collaboration By Design is not just a tagline, its the foundation of how Keck + Wood serves clients, improves communities, and strengthens its employees.***

### **Challenging and rewarding opportunities are here....are you ready?**

We have an excellent opportunity for an experienced Human Resources professional to join our firm as an integral, strategic and creative member of our leadership team. Keck & Wood views the ability to attract, recruit, and retain top talent to be critical to the long-term health and growth of the firm. This position will drive the development and day to day execution of the Human Resources Department for Keck & Wood. As a key member of the leadership team, the Director of Human Resources will lead initiatives to provide an employee oriented, high-performance culture that emphasizes collaboration, career path development, emotional intelligence, and relationship building.

Our firm is growing. As we plan for the future of the firm, we need a strong HR professional to help ensure that our employment and people leadership practices are integrated with the firm's overall strategy for success.

Specific duties will include:

- Maintaining a highly engaged culture that motivates employees and fosters an environment with high levels of teamwork, accountability and communication
- Promoting and educating employees to better understand the value of HR as a partner, and as an important resource for company leaders
- Developing, improving, and enforcing company policies and procedures
- Continually studying the HR needs of the company, and developing organizational and/or policy strategies as needed which support Keck & Wood's Mission, Vision & Values
- Administering HR programs including, but not limited to, compensation, benefits, leave, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition, morale, occupational health and safety, and training and development
- Management and coordination of required vendors and consultants such as benefits, health insurance, employee engagement survey, drug free workplace, salary survey data, etc.
- Assisting company leaders to identify staffing and recruiting needs; develop and execute best practices for hiring and people leadership
- Monitoring to ensure the company's compliance with federal, state, and local employment laws and regulations; recommend best practices to keep policies and practices in compliance
- Maintaining knowledge of trends, best practices, regulatory changes, and new technologies in HR, talent management, and employment law; applying this knowledge to communicate changes in policy, practice, and resources to the Keck & Wood Board of Directors, CEO, and leadership team
- Responsible for continuous improvement and innovation as it relates to improving processes, addressing performance, creating action plans and ensuring proper training and development of employees
- Working closely with the leadership team to advise, counsel, and provide coaching and resolution to address employees' performance which also includes career development and disciplinary actions

## **Our goal is to make you successful in work...and in life!**

Keck & Wood provides a culture for you to thrive, instead of just collecting a paycheck. From team outings to company events, we provide opportunities for you to connect with others in the company on both a professional and personal level. Our flex schedule attitude helps you achieve a suitable work-life balance to grow your career, without having to give up your life to do it.

Supporting our competitive pay, our compensation packages can also include 401(k) contribution match, spot bonuses, performance-based incentive pay, and our Employee Stock Ownership Plan (ESOP). Benefits can provide peace of mind to focus on your career, so our packages typically include medical, dental, vision, short and long-term disability insurance, paid holidays, paid time off for sick & vacation leave, paid time off for eligible volunteer service, and more.

**Visit our website for a full list of compensation opportunities and benefit options to grow your career and build your life.**

## **The right skills...for your success!**

- Bachelor's (required) or Masters (desired) degree in Human Resources, Business Administration, or related field
- 7+ years of HR experience including 3+ years management level experience
- SHRM-CP, SHRM-SCP, PHR or SPHR certification preferred
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict management skills
- Excellent time management skills with proven ability to meet deadlines
- Strong supervisory and leadership skills
- Thorough knowledge of employment related laws and regulations
- Strong technical skills including: computers, office productivity software (MS Office / Google Workspace), video conferencing, presentations, etc.
- Ability to represent and reinforce our company values
  - People First: Foster our culture of teamwork, support and personal growth
  - Integrity: Do the right thing, even if it's not the easy thing
  - Collaboration: Listen, communicate, work together, build trust
  - Trusted Advisor: Take pride in being professionals that other depend on
  - Accountability: Take ownership of our work and actions

## **What We Offer**

- Competitive base pay based on experience
- Great company culture
- Work/life balance through flexible work arrangement
- Work from home opportunities
- Company sponsored medical, dental, and vision plans
- Company paid basic life and short-term and long-term disability insurance
- Matching 401(k) plan
- Employee Stock Ownership Plan (ESOP)
- Flexible Spending Accounts
- Generous PTO policy including paid time off for volunteer activity
- Tuition reimbursement program
- Reimbursement for approved professional development training, license fees, and membership dues

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in a professional office environment while seated at a desk and requires the ability to sit for long periods of time.

This position routinely uses standard office equipment such as computers, phones, copier, and scanner machines. The position frequently moves about the office to use office equipment, access files and records, and attend meetings. The position must frequently lift or move up to ten pounds and occasionally lift, push or pull up to twenty pounds or bend, kneel or reach overhead.

The statements contained in this position description reflect general details as necessary to describe the essential functions of the position and the level of knowledge and skill required. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or balance workloads.

## **Looking to build your career...talk to us!**

If you're looking for a position with a firm that can provide upward mobility and a professional career path, and you're ready to join a team who is passionate about improving the community and safeguarding our natural resources, we want to connect with you!

Offers of employment with Keck & Wood are contingent on the ability to successfully pass a background check and drug screen.

Keck & Wood, Inc. is an Equal Opportunity Employer and does not discriminate in hiring based on race, color, national origin, ancestry, religion, sex, disability, veteran status, age, genetic information or any other classifications protected under federal, state or local law. We ensure nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. If you need more information or special assistance for persons with disabilities or limited English proficiency, contact Human Resources, at 678-417-4000 or [kwcorp@keckwood.com](mailto:kwcorp@keckwood.com).

***With our steady growth and "Pathways to Success" advancement mindset, the right candidate has incredible career potential at Keck + Wood. If today is the day to give your career the boost it needs, please contact us!***