



Crown Laboratories, Inc.

Job Title:	Director of Human Resources
Reporting To:	VP of Human Resources
Organizational Unit:	Human Resources
Direct Reports:	Yes
Budgetary Responsibilities:	Yes

Job Purpose Statement

The Director of Human Resources works with the Vice President of HR and other members of the Executive Team, and HR staff to build and manage the Companies' overall administrative functions, including payroll and overall human resource responsibilities. Additionally, the Director oversees policies covering employment, daily payroll reporting, hourly and salary compensation, benefits, performance, employee relations and compliance with all applicable federal, state, and local laws for Crown Laboratories, Inc.

Main Accountabilities

- Direct, develop, lead and manage Crown Laboratories Inc.'s overall administration and Human Resources responsibilities by establishing a working environment which creates the highest level of productivity, cost effectiveness and teamwork in compliance with the Company's overall business objectives.
- Direct, develop, and lead the overall employee relations objectives for all salaried and hourly employees of the Company.
- Must be a strong Human Resources Generalist and ensure that the administration of the different Companies' policies, hiring procedures, benefit plans, contractual agreements, and other human resource related programs are fairly and accurately administered according to all applicable state, federal or Company regulations.
- Direct the administration of benefit programs, evaluating and recommending improvements/changes to ensure employee satisfaction in a fiscally responsible manner.
- Ensure that the administration of the Companies' payroll and salary compensation are fairly and accurately administered according to all applicable state, federal or Company regulations.
- Ensure that a genuine communication link is available between all employee levels within the Crown Laboratories, Inc. organization.
- Conduct all work activities in compliance with Federal and State laws and Company safety policies, procedures, rules, and regulations.

Job Related Qualifications/Skills

- Bachelor's Degree in Human Resources, business or a related field is required. Advanced degree a plus
- 7-10 years of progressively more responsible positions in Human Resources
- Experience supervising and managing a professional staff
- Global Human Resources knowledge and/or experience a plus
- Experience in various aspects of HR, including assessment, organizational development, employee relations, benefits/healthcare, acquisition/integration, communications, risk management, compliance/labor laws, employee development, succession planning, workforce planning, data/analytics, and culture.