

Director of Human Resources / Human Resources Consultant

This position is responsible for providing HR and Organizational Leadership to the Agency as well as to the clients of the Agency by engaging in the following responsibilities:

- Works closely with the Chief Financial Officer to ensure all employee information is accurate and up to date, and the appropriate payroll changes are made in a timely manner.
- Manages the Human Resources department; providing guidance and decision making for members of the HR team while delegating tasks as appropriate.
- Complies with Federal, State, and Local legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Supports management by providing human resources advice, counsel, and decisions.
- Provides clients with HR Consulting services, including but not limited to: Handbook review, legal compliance, employee training, and recruiting.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines and communicating and enforcing organization values.
- Assists with special projects by identifying and clarifying issues and priorities, communicating and coordinating requirements, expediting fulfillment, evaluating milestone accomplishments, evaluating optional courses of action, and changing assumptions and direction.
- Assists with talent acquisition, staffing, retention, and succession planning.
- Assists with employee relations, including aiding in the planning and execution of various company-held events.
- Develops organization strategies by identifying and researching human resources issues. Contributing information, analysis, and recommendations to the appropriate parties. Establishing Human Resources objectives in line with organizational objectives.
- Updates job knowledge by participating in conferences and educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

Job Specifications

Education and Experience

Bachelor's degree in Human Resources or related field with 10-15 years of experience with at least five years at a management level or above or equivalent combination of education and experience. Master's preferred.

Certificates, Licenses and Designations

HR Certifications (PHR, SPHR) preferred

Knowledge, Skills and Abilities

- Human resources management, hiring, developing standards, foster teamwork, management proficiency, managing profitability, promoting process improvement, building relationships, organizational astuteness, people skills, retaining employees
- Organizational Assessment and Development experience
- Knowledgeable in employee relations and HR legal environment
- Knowledgeable in compensation principles
- Skilled in Group Dynamics and facilitation, strong interpersonal relationship skills
- Experience in union correspondence/labor relations
- Verbal and written communication skills
- Organization and planning skills
- Conflict resolution skills
- Team building skills
- Knowledge of and skill in using personal computers and related software including Microsoft Office for word processing, spreadsheets, presentations, and email
- Ability to make effective decisions and select a course of action considering appropriate variables
- Ability to give attention to detail

Position: Full time

Corkill Insurance Agency, Inc. is seeking a Human Resources Professional to join our HR team in our Elk Grove Village location.

**C O R K I L L
I N S U R A N C E**

ABOUT US

We know that our Agency's success is a direct result of our ability to deliver the right solutions and service to our clients, so we are committed to fostering a pro-education and results driven culture where our Agency mission is in harmony with the personal career goals of our Corkill Insurance team.

JOIN OUR AGENCY

- Actively growing throughout Illinois and Wisconsin
- Sentinel of community philanthropy
- Exceptional benefits
- Friendly work environment

**Please email your resume and cover letter with salary history to:
HR@corkillinsurance.com**

Corkill is an equal opportunity employer we do not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, disability, military status, or any other protected class.