



### **Director Human Resources and Administration – ILSI**

ILSI seeks an experienced Director of Human Resources and Administration to provide human resources and administrative services to International Life Sciences Institute (ILSI), ILSI North America, ILSI Health and Environmental Sciences Institute (HESI), ILSI Research Foundation staff.

#### Principal Responsibilities:

- Coordinate recruiting for all levels of employees.
- Recommend, formulate and support personnel policies, procedures and objectives.
- Establish and communicate performance standards and goals.
- Administer benefit programs, performance appraisal, job description, and compensation programs.
- Coach, negotiate with and assist managers and employees to resolve work-related problems.
- Address and assure all legal compliance issues.
- Develop and conduct new employee orientation.
- Assist in the management of day-to-day office activities.
- Set-up and maintain employee files and HRIS.
- Analyze staffing, turnover, and recruitment costs.
- Stay abreast of trends and developments in the human resources field.

Education/ Experience: BA in Human Resources or related field. Master's degree preferred. PHR or SPHR Certification preferred. A minimum of eight years human resources generalist experience with two or more years supervisory/management experience is required. Nonprofit experience preferred.

Skills: Thorough knowledge of Microsoft Word, Excel and PowerPoint software. Excellent written/ verbal communications skills required. Ability to thrive in an ever-increasing technological environment using computerized systems to achieve cost and administrative efficiencies.

Individuals interested in applying for this position should apply to [HR@ilsi.org](mailto:HR@ilsi.org).

ILSI is an EEO/Affirmative Action Employer M/F/D/V.

To learn more about ILSI, go to [www.ilsi.org](http://www.ilsi.org).