

**URM STORES, INC.  
PERSONNEL REQUISITION**

<b>EXTERNAL</b>	<b>Department:</b> Human Resources	<b>Date:</b> May 13, 2019 <b>Void after:</b> Open until filled
<b>REQUIREMENTS</b>		
<b>Job Title: Vice President, Human Resources</b>	Regular Full-Time Will be evaluated in 30, 60, and 90 days.	
<b>Essential Job Functions:</b> <ul style="list-style-type: none"> <li>• Broad knowledge and experience in employment law, compensation, organizational planning, organizational development, employee relations, safety, and training and development.</li> <li>• Above average oral and written communication skills.</li> <li>• Excellent interpersonal and coaching skills.</li> <li>• Demonstrated ability to lead and develop Human Resource staff members.</li> <li>• Demonstrated ability to serve as a successful participant on an executive management team that provides company leadership and direction</li> <li>• Extensive experience with labor contract negotiations.</li> <li>• Solid working knowledge of federal wage and hour regulations, ERISA, FMLA, workers compensation, 401k plans and various other work/life benefit programs.</li> <li>• Specialized training in employment law, compensation, organizational planning and development preferred.</li> <li>• Active affiliation with appropriate Human Resource networks and organizations and ongoing community involvement preferred.</li> <li>• Evidence of the practice of a high degree of confidentiality.</li> <li>• Experience in the administration of benefits and compensation programs and other Human Resource programs.</li> <li>• Past experience with ERP implementation projects a plus.</li> </ul>	<b>Date Needed:</b> ASAP <b>Position is:</b> Replacement	<b>Starting Salary:</b> DOE
	<b>Education/Experience:</b> 4 year degree in Human Resources or Related Field Minimum 10 plus years with progressive leadership experience in Human Resource positions. At least 5 years in a senior HR leadership position.	
	<b>Skills Required:</b> Supervisory skills Negotiating techniques Microsoft Office and Outlook Infor/Lawson experience a plus Excellent written and verbal communication Excellent organizational skills Motivational skills	
	<b>License or Certificate Required:</b> Bachelor in Human Resources Preferred Must have PHR or SPHR certification	
	<b>Physical and Mental Abilities:</b> Manual dexterity and good hand/eye coordination Dealing with people Accepting responsibility	
	<b>Personal and Professional Attributes:</b> Influencing or persuading others Changing tasks often, varied duties Strategic planning Excellent interpersonal abilities Ability to meet deadlines and work well under pressure Problem solver, excellent listener	
<b>Travel Involved</b> Minimal	<b>Whom will this employee supervise:</b> 14 Management staff	
Testing is required to help finalize decision.	Want to interview at least 3 persons.	

URM Stores, Inc. ("URM") is an Equal Opportunity Employer. URM recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, citizenship and veteran or disability status, or any factors prohibited by law and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, and municipal laws