

Director of Operations

Ready for something new and exciting? Wanting a full-time, stable, long-term, salaried position with benefits that will challenge you and put all of your skills to the test? Look no further. Excel Global Partners encourages you to apply as our Director of Operations.

Excel Global Partners:

Our team consists of professionals with Corporate and Consulting backgrounds ranging from Business Analysts and Controllers to Project Managers and IT Systems Specialists. At EGP, we believe in the power of teams, hard work, accountability, intellectual rigor, excellence in client service, and integrity. We offer premier consulting solutions for a wide array of companies across multiple industries. EGP is an exceptional place to work and grow as you are given the opportunity to perform in a true team atmosphere, while pursuing opportunities that will enhance your skillset and grow with the firm. Become a part of a growing organization where your contributions are rewarded. Please visit our website at www.ExcelGlobalPartners.com for more details about our practice areas.

Responsibilities:

- Supporting the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc.
- Assisting COO in overseeing all department's initiatives, systems and tactics
- Anticipating and resolving litigation risks
- Supporting strategic objectives
- Motivating and supporting current staff
- Advising managers on employee and labor policies.
- Collaborating with department managers in delivering employee training programs, employee feedback, ensure compliance, and facilitate performance management.
- Overseeing staff operations, business planning, and budget development of HR programs.
- Facilitating HR Lead in dealing with the day-to-day problems and complaints from department employees regarding employee benefits, payroll, and paperwork.
- Researching, developing, and updating the organization's policies and guidelines
- Compiling information about compensation and benefits packages based on market data
- Willing to perform other duties assigned

Qualifications:

- At least two years of experience as a Director of Operations or any relevant role
- Bachelor's degree in Human Resources, Business Administration or relevant field

Desired skills:

- Must have understanding of the way an organization operates to meet its objectives
- A business acumen partnered with attention to the human element
- Must have a knowledge of data analysis and reporting
- Must possess excellent organizational and leadership skills

- With outstanding communication and interpersonal skills
- Must be diligent and firm with high ethical standards

Excel Global Partners offers equal employment opportunity to all applicants for employment and all employees regardless of race, age, religion, sexual orientation, gender expression, color, physical handicap, veteran status, creed or any other status protected by applicable law.