

Human Resources Director

Hotel St. Vincent is nestled in the historic Lower Garden District of New Orleans on the corner of Magazine and Race streets. This 75-room hotel was originally built in 1861 and restored and **reimagined** in 2021. Its unique environment includes a signature, all-day restaurant, named for the patron saint of cooks, and is an ode to coastal Italian cooking with regional New Orleans influences.

Hotel St. Vincent is in high demand for an experienced **Human Resources Director** to join our dynamic workforce who “march to the beat” of their own drum. Individuality is encouraged here at St. Vincent’s!

Key Responsibilities:

- Collaborates with senior leadership to understand the organization’s goals and strategy related to staffing, recruiting, and retention.
- Develop, facilitate and organize onboarding and orientation procedures for new hires.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization’s human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization’s human resource information system (HRIS) or talent management system.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law and compliance; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Facilitates professional development, training, and certification activities for HR staff.
- Develops and implements departmental budget.

Education and Experience:

- Bachelor’s degree in Human Resources, Business Administration, or related field required; Master’s degree preferred.
- At least five years of human resource management experience required.
- SHRM-CP or SHRM-SCP highly preferred.

A successful Human Resources Director will be able to demonstrate the following skills:

- Excellent verbal and written communication skills and the ability to connect and communicate with our diverse staff.
- Ability to adapt to the needs of the organization and employees.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations and the ability to apply them accordingly.
- Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

- Ability to prioritize tasks and to delegate them when appropriate.

Benefits package:

- Health, Dental, and Vision coverage offered
- Competitive compensation with possible quarterly bonus
- 2 weeks PTO after a year of service
- Dining and hotel discounts
- 401k with company match
- Discounted fitness membership available with unlimited classes
- Paid family leave

In addition to the education, experience, and skills mentioned above, a successful Human Resources Director will be able to think outside of the box and come up with innovative ideas while respecting the diverse workforce and individual expression of the staff.

Must be eligible to work in the United States. McGuire Moorman Hospitality is s an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics.

Full job description will be provided should be selected to proceed to the next step.

Interested parties may submit their resume to Belindadantin@hrnola.com.