

## **Assistant Director, Human Resources**

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Human Resources Assistant Director to build upon our 50+ year leadership in housing finance.

Assistant Director of Human Resources (HR) is responsible for all aspects of the day-to-day operations of the HR department with a strong focus on training and development. Work as a strategic business partner with all Authority leaders. Help drive employee engagement. The primary duty is to assist the HR director in creating and implementing departmental plans, which involves identifying departmental needs and establishing plans of action. Assists in the development and administration of Human Resource policies and programs. Assistant with issues related to recruiting, training, salaries, benefits, and conflict resolution within the organization with a high level of confidentiality, diplomacy and tact. Exposure to request for quotes, writing proposals and reviewing contracts. This position is a full time position in an office environment, although this position may be required to travel on occasion to training or local conferences, the position requires for tasks such as giving training and leadership seminars; acting a project leader on HR events. The assistant director will spend much of the day interacting with other employees, assisting with resolving disputes, providing training, handling any necessary paperwork, and assisting the director with developing strategies to improve the HR department.

### **Qualifications:**

B.A. or B.S. degree in Human Resources, Business Administration or Organizational Development required with a minimum of 10 years solid HR experience and proven leadership. A Master of Science in HR (MSHR) preferred but not required. Bi-lingual. SHRM certification preferred. Must be enthusiastic and show a passion for helping others and great customer service skills. At least two years ADP experience (Workforce Now) payroll interface knowledge. Experience with other ADP areas: Recruiting, Performance Management, Time & Attendance (ezLabor) and training. Excellent at summarizing information and reporting on an executive level. Taking survey data and creating a report using Excel or PowerPoint; familiar with total compensation statements, stay interviews and post-hire feedback. High level of confidentiality and current knowledge of all Federal/State laws. Experience working with define contribution plans, benefit vendors, and other regulations/legislation affecting the human resource function. Excellent written and oral presentation skills. Requires excellent interpersonal skills. Excellent working knowledge and proficiency in MS Office applications. Ideally Bilingual English/Spanish. Administrative experience would be extremely helpful for this position.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, please submit your resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=385663&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=385663&source=CC2&lang=en_US)

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