

BERNINA of America is seeking a **Director of Human Resources** to lead our busy Human Resources department that serves 300 employees across six operating divisions.

As head of HR, you will provide leadership, guidance and administrative oversight while also designing and implementing HR strategies, policies, programs, and best practices that enable the Company to successfully achieve its talent management goals. This role is one that requires both strategic acumen and a willingness to roll up your sleeves to get stuff done when needed.

BERNINA is the flagship of the six companies operating under the Mizar Holding Company, which is the US subsidiary by Bernina International of Switzerland. Owned by the same family since 1892, BERNINA is one of the world's oldest, most beloved brands of sewing machines in the market today. .

The successful candidate will have a bachelors' degree in human resources, business administration or related field and at least ten years of HR experience. An MBA and/or PHR or SPHR certification is highly preferred.

We offer competitive base pay, and a complete benefits package that includes medical, dental, and vision coverage, company-paid life and disability insurance, 401(k), paid time off, and tuition assistance, all in a casual, team-oriented environment.

### **Essential Functions**

- Collaborates with executive leadership to define the Company's short- and long-term objectives and identifies initiatives that support these objectives through talent management.
- On an ongoing basis, evaluate, develop, organize and direct the company's strategic and administrative HR initiatives.
- Fosters a "continuous improvement" attitude within the HR department and Company-wide.
- Ensures that all employment-related activities comply with federal, state, and local legal requirements by studying existing and new legislation; obtaining qualified opinions; enforcing adherence to requirements; and advising management on needed actions.
- Research, develop and implement competitive compensation, benefits performance management, and employee incentive programs.
- Advocates on behalf of employees.

### **Compensation and Benefits**

- Research compensation trends and make recommendations to attract and retain employees by staying competitive in the market while also considering the bottom line.
- Administer and update annual increase and bonus programs.

- Track benefit trends and recommend programs that attract and retain employees while maximizing the return on the company's investment.
- Oversee all compensation and benefit plan administration.

### **Communication**

- Develop and deliver communication materials that keep employees informed and engaged.
- Maintain and disseminate legally compliant company policies, including the company handbook and other materials.

### **Organization Development**

- Drive and champion change management.
- Provide advice and counsel to internal business partners to diffuse employee relations issues and if necessary find appropriate resolution of escalated employee relations issues.
- Coach and mentor supervisors and management staff on best people management practices.
- Implement training and development programs to ensure needed workforce skills remain current.
- Implement recruiting, selection and onboarding programs to attract and hire the best possible people.
- Initiate people development programs to ensure succession plans.

### **Administrative**

- Assume HR management responsibilities including, but not limited to:
- Recruiting, employment, on-boarding, job assignments, transfers, terminations, promotions, salary actions, payroll, new hire orientation, exit interviews, unemployment claims, and headcount reporting.
- Lead Company safety efforts and manage workers compensation claims to ensure the least exposure possible.
- Manage other areas such as relocation, employee communication, employee health and community relations.
- Manage HR-related vendors such as payroll administrators, insurance brokers,
- Manage HR budget and other financial measures of the Human Resources Department.

### **Competencies**

- Ability to juggle multiple priorities across business units.
- Excellent HR technical competency.
- Integration of HR strategy with business objectives.
- Ability to build and foster strong relationships across all levels of the Company.
- Diagnostic and problem-solving skills.
- Influencing and negotiation skills.
- Strong team and leadership skills.

- High personal standards of integrity.
- Ability to handle highly sensitive matters; maintain confidentiality and objectivity.
- Presentation and facilitation skills.
- Effective written and verbal communication skills.
- Basic computer skills, including the ability to send and receive email, and intermediate knowledge of MS-Word, Excel and PowerPoint.

**Successful candidates must pass a background check and drug screening.  
Bernina is an equal opportunity employer.**