

## **Position Description – Manager – Human Resources**

### **About Citadel Brands**

Citadel Brands, LLC is the exclusive North American partner of the **AWDis** (All We Do Is) family of brands that is headquartered in the UK. **AWDis** is one of the fastest growing brands in Europe and has introduced the “**Just Hoods**” and “**Just Cool**” product lines in the USA through Citadel Brands for the past 5 years.

**Just Hoods** is a product line of high-quality fleece hoodies in numerous styles and colors, crew neck sweatshirts, track pants, and letterman jackets.

**Just Cool** is a product line of performance wear polyester, moisture wicking t-shirts, and leggings.

We are expanding our distribution capabilities and will be opening our new corporate headquarters in a newly constructed distribution facility in Kingstree, South Carolina in early Q2 of 2022.

Our team has over 50 years’ experience in the promotional apparel industry. With our new Kingstree, SC location, we will be able to service from South Carolina to Texas and from Florida to New York with two-day shipping.

### **Manager – Human Resources**

Citadel Brands has an immediate opening for a Manager of Human Resources to join our corporate leadership team in our Kingstree, SC location. The manager of HR will play a pivotal role in developing an inviting company culture that attracts associates that desire a relaxed culture where all associates contribute in a positive work environment and are rewarded for their performance.

This will be a “hands-on” position to oversee HR practices, processes, and strategies.

These duties include definition and management of the recruitment and onboarding process, Citadel’s appraisal system as well as implementing training programs for staff development.

### **Primary Responsibilities:**

Hours are Monday – Friday 8AM – 5:00PM

- Establish a dedicated and focused HR function
- Develop Citadel Brand’s company policies and procedures ensuring that all policies comply with any applicable legal regulations
- Develop, implement, and monitor Citadel Brand’s people management strategy
- Direct organizational development
- Define and manage recruiting, onboarding and offboarding processes
- Handling of any disciplinary processes and formal grievances
- Reviewing pay structures, employee perks and benefits
- Setting annual budgets for the HR function

**Requirements:**

- Bachelor's Degree in Human Resources or Business Management
- Minimum of three to five years in an HR leadership role
- Strong understanding of all HR functions; experience in establishing an HR function for a small to medium size business
- Strong communications and interpersonal skills
- Strong strategic and critical thinking skills
- In-depth knowledge of labor laws and HR practices
- Strong leadership qualities to lead an HR team
- Strong business and financial skills, including financial planning, budgeting, and reporting
- The ability to remain calm in stressful situations including disciplinary hearings or staff conflicts
- Knowledge of relevant computer systems, software programs and Microsoft Office programs
- Solid ethics, morals, and sound judgement

**Benefits:**

- Medical, Dental and Vision benefits
- Paid holidays and vacation time