Populist
Cleaning Co

making life better through quality partnering

Position Profile- Director of HR & IT

Reports to: Director of Finance and Administration

Skills and Competencies:

- Strong critical thinking skills and ability to connect people, processes, and technology toward organizational goals.
- Excellent communication, with the ability to explain complex topics clearly and support leadership alignment.
- Strong problem-solving skills with consistent follow-through.
- Ability to lead decisively while maintaining professionalism and respect.
- Ability to remain calm, steady, and grounded under pressure.
- Skilled in coaching leaders, developing employees, and holding teams accountable.
- Highly organized with strong planning and execution capabilities.
- Comfortable handling difficult conversations and challenging issues directly and professionally.
- Strong knowledge of HR compliance requirements.
- Familiarity with IT systems administration environments.
- Proficient in Microsoft Office Suite, Google Docs and Sheets, Adobe Acrobat Standard, Zoom, and Teams.

Common tasks include but are not limited to:

- Lead, develop, and manage the HR team.
- Align HR and IT strategies with company objectives and growth plans.
- Develop, implement, and oversee policies and processes that ensure compliance and support organizational success.
- Support leaders across the business on coaching, employee relations guidance, and organizational alignment.
- Conduct research, analyze trends, and utilize HR data to inform decisions and enhance organizational performance.
- Manage the administration of HR programs including benefits, disciplinary matters, and investigations.
- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommend best practices.
- Establish and maintain relationships with technology vendors and service providers. Negotiate contracts and manage service level agreements.
- Oversee the management and maintenance of Populist’s technology infrastructure, including hardware, software, and networks.
- Monitor and manage HR and IT budgets.

Education, Certifications and/or Experience:

- 5+ years of progressive HR leadership experience with team management responsibility.
- Bachelor's Degree or equivalent work experience.
- Experience managing or supporting blue-collar workforces.

Work Environment:

- Work will be primarily on-site, and include some options to work from home. This is not a remote position.