



Air Combat Effectiveness Consulting Group, LLC

22299 Exploration Drive, Suite 400, Lexington Park, MD 20653 ♦ Tel: 240.237.8031 ♦ Fax: 240.237.8081

Human Resource Director

About ACE:

ACE Consulting Group is a Service Disabled Veteran Owned Small Business that provides expertise in the operational application of current and future airborne weapons systems, with an emphasis on their lethality and survivability in the Naval Aviation Battlespace. Our employees draw from a wealth of personal, professional and company experience to provide our Nation's decision makers with the knowledge required to optimally equip our Armed Services with affordable, lethal and survivable weapons systems.

Position Responsibilities and Duties:

ACE Group is in search of an experienced **Human Resource Director** to lead all human resources and recruiting activities of this fast growing and dynamic team. This individual will be responsible for all aspects of the HR role to include the areas of employee relations, staffing, training, employee engagement, recruiting and general HR administration. The Human Resources Director will also be responsible for creating and implementing new and innovative methods of recruiting and attracting talented and experienced personnel and subject matter experts to help support the company's growth. Related responsibilities include developing and institutionalizing new processes, policies and/or work flows including, without limitation to, a company employee handbook, personnel performance evaluation forms and processes, on-boarding and off-boarding best practices, and recruiting processes.

The HR Director will also participate in meetings, drives and other initiatives to promote acceptance of human resource programs and management initiatives, evaluate human resource program operations and effectiveness, identify problem areas, and participate in planning and evaluative groups to recommend changes and improvements. The Human Resources Director will actively support special programs such as EEO, safety, internal controls, keep in tune with employee satisfaction and morale, and identify/implement developmental training needs.

Specific Duties and Responsibilities Include:

- Manage the day-to-day activities of the HR department including establishing and leading an active and dynamic recruiting program.

- Advise executives on building a strong corporate culture, building a strong management team, resolving HR issues and improving employee satisfaction and retention.
- Following and staying ahead of changing regulations to ensure compliance.
- Maintain position description database; overseeing the draft and update of current and new job descriptions; develop competency models; analyze and align competencies to performance objectives.
- Assist supervisors with annual compensation reviews.
- Promote a culture of ongoing performance management feedback, goal setting and career development.
- Update, develop, administer and implement policies, and procedures, and prepare a company Employee Handbook.

Minimum Qualifications:

- BA or BS degree in Human Resources or other closely related discipline.
- Five or more years of experience in all HR areas.
- Excellent interpersonal and communication skills.

Preferred Qualifications:

- Master's Degree in Human Resources or other closely related discipline.
- One or more HR Certifications including the Society of Human Resource Management Certified Professional (SHRM-CP), SHRM Senior Certified Professional (SHRM-SCP), Professional in Human Resources (PHR), Senior PHR (SPHR), or the like.
- Knowledge and experience in benefits administration.
- Diverse career experiences.

ACE Consulting Group provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetics in accordance with federal, state and other applicable law.