Join our team at the Lincoln Embassy Suites as our Human Resources Director and let your energy and passion shine! With our modern elegance and Midwestern charm, we offer an unforgettable experience in the heart of Lincoln. Our hotel boasts stunning views, 250 luxurious rooms, and expansive banquet space, creating an inspiring work environment. If you're a people-centric wizard who loves creating extraordinary moments, come be a part of our vibrant team and embark on an incredible journey with us!

The Lincoln Embassy Suites is looking for a dynamic Human Resources Director to support property leadership and associates by providing consultation and guidance on various human resources matters such as staffing plans, associate relations, compensation, benefits, training and development as well as any strategic business initiatives impacting the business and/or the associates.

**Salary Range:** 70k-85k

**The Director, Human Resources will be tasked with the following duties, responsibilities.**

* Ensure compliance with all federal, state, and local employment laws;
* Foster and represent Atrium’s Core Values and culture through effective application of policies and procedures as well as via associate events and recognition programs;
* Support and lead as appropriate full cycle recruiting including but not limited to partnering with hiring managers, candidate experience, effectively managing applicant tracking system and compliance;
* Engage, support and represent the local community in alignment with our Corporate Social Responsibility (CSR) pillars and other areas of need, as appropriate.  the property and Atrium in the local community to maintain a positive image;
* In partnership with Regional and Corporate leadership, responsible for the training, development and performance management of all property associates;
* Maintain associate files in accordance to the established guidelines;
* Educate associates on benefit plan offerings and other available resources;
* Assume a leadership role regarding Workers Compensation matters as well as, co-chairing the safety team to ensure all Atrium, local, state and OSHA guidelines and procedures are achieved;
* Fostering an open-door policy to encourage transparent and honest communication using all available communication vehicles;
* Partner with designated Corporate functions and teams to ensure payroll is processed correctly and finalized within the designated timeline;
* Manage associates by ensuring they understand employment practices, recommending employment decisions and corrective action, supporting performance management, and implementing discipline; and
* Any and all other work as required to complete the primary purpose of the position.

**What you need to be considered for this role:**

5+ years of Human Resources experience as a HR leader with broad HR Generalist skills

Working knowledge and practice of FLSA, FMLA, ADA, EEO, OSHA, COBRA, etc. and an understanding of state and federal law

Bachelors degree in Hospitality Management, Business Administration or related field of study; or equivalent experience

HR Certification active or in process

Intermediate skills in Microsoft Office Suite

**What will set you apart:**

Hospitality experience

Prior experience implementing HR strategies and initiatives

Workday experience

Excellent communication, presentation and listening skills

Bi-Lingual Preferred

**Service:**  We deliver the best guest experience possible. We are a home away from home for our guests, and we are charged with making them feel safe and welcome.

**Perseverance:** We will be better today than we were yesterday.

**Inclusion:** We are committed to the equitable treatment of all associates as well as equal access to opportunities and resources for all, at every level of the organization.

**Respect:** We treat others the way we would like to be treated.

**Innovation:** We strive to develop, share and implement new thoughts, ideas, and methods that improve our company, our operations, and the guest and associate experience.

**Teamwork:**Our associates are our family, and we provide them with the resources and support needed to produce the best work environment possible.