



## Human Resources Manager

### Position Announcement

McDonald's and its independent franchisees care about their employees and that's why they are provided with an opportunity to learn, grow and succeed every day. By offering industry-leading education programs and world-class training, they offer opportunities that inspire confidence and foster valuable skills to help employees thrive wherever they are on their journey, whether they stay at McDonald's or go elsewhere. There is a reason more than 80% of employees are proud to work at McDonald's and would recommend working at one of the restaurants.

FF&G, a franchisee is seeking a **Human Resources Manager** to ensure that their mission to feed all people with "Faith, Fortitude and Generosity" is carried out through the actions of all their employees. This position will manage the HR functional activities including recruiting, onboarding, retention, compliance, benefits, employee relations and employee development as well as culture and engagement initiatives. The HR Manager will have the opportunity to utilize a variety of best-in-class resources to implement practices that will deliver value added solutions to a growing organization. This newly created position will be key to ensuring the company's mission and culture is carried out throughout all the restaurants as they position themselves for continued growth. There will be a strong focus on developing and motivating staff to reach their best potential and continue to be a successful organization.

Reporting to the franchise owner, the responsibilities of the Human Resources Manager are as follows:

**BECOME A TRUSTED RESOURCE** – Provide strong partnership to Supervisors and General Managers to effectively foster a culture that promotes employee engagement and supports the FF&G values of Faith, Fortitude and Generosity. Develop strong relationships with employees at all levels; seeking to understand their roles and establish personal connections. Represent employee perspectives and provide feedback to management teams as appropriate. Provide support and guidance when complex, specialized, and sensitive questions and situations arise; manage delicate and confidential information and circumstances.

**RECRUIT AND RETAIN TOP TALENT** – Develop a recruiting strategy that attracts and hires the best talent at every level. Create an onboarding experience that reflects our values, welcomes new employees to FF&G and provides the necessary training to perform their roles successfully. Ensure consistency throughout the organization. Utilize the best-in-class corporate resources

to implement initiatives that provide opportunities for all employees and deliver outstanding results.

**BENEFITS ADMINISTRATION AND COMPLIANCE** – Guide the benefits communication process ensuring all employees are informed and understand the value and efficient utilization of the benefit offering. Continuously evaluate the benefits to remain competitive and relevant in the industry. Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices. Maintain knowledge of trends, best practices, regulatory changes and new technologies in human resources and employment law. Analyze trends and implement new processes to maintain a competitive advantage.

**Qualifications:**

- Bachelor's degree required.
- Minimum of 5 years of human resources experience preferred. Experience in a multi-unit restaurant or retail environment a plus.

**Other Skills & Abilities:**

- Stellar interpersonal and conflict resolution skills. Proven ability to build strong relationships at all levels of an organization.
- Excellent verbal and written communication skills. Spanish speaking skills a plus.
- Self-starter who can assess the needs of the organization and identify the best resources that will deliver a strong return on investment.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

**Ready to Apply?**

If you are interested, qualified and ready to take the next step, apply on-line at [jobs.getcollaborative.com](http://jobs.getcollaborative.com). All inquiries and resume submissions will be treated as strictly confidential. Please do not contact McDonald's or FF&G directly. Should you experience difficulties with the online system or wish to ask a question, you may contact Collaborative Strategies, the search consulting firm for this search, via email at [application@csi-mail.com](mailto:application@csi-mail.com).

**About Collaborative Strategies, Inc.**

Collaborative Strategies, Inc. is a St. Louis-based consulting firm with a dedicated search practice and has been connecting talent with opportunity since 1994. We take pride in matching talented leaders seeking mission-critical endeavors with entrepreneurial organizations. For more information, visit us at [www.getcollaborative.com](http://www.getcollaborative.com). To view our job board, visit [jobs.getcollaborative.com](http://jobs.getcollaborative.com).

**Note about this Position**

This job posting is for a position within an organization operated by an independent franchisee and not McDonald's USA. This franchisee owns a license to use McDonald's logos and food products, for example, when running the restaurant. However, this franchisee is a separate company and a separate employer from McDonald's USA. If you are hired for the job described in this posting, the franchisee will be your employer, not McDonald's USA. Only the franchisee is responsible for employment matters at the restaurant, including hiring, firing, discipline, supervisions, staffing, and scheduling employees. McDonald's USA has no control over employment matters at the restaurant. McDonald's USA will not receive a copy of your employment application and they will not be involved in any employment decisions, including whether you receive an interview for the job or whether you are hired.

**| Equal Opportunity Employer |**