

HR DIRECTOR

Established, dynamic mid-size Minneapolis law firm seeks an experienced Human Resources Director. Qualified candidates will have 5 or more years' experience managing personnel and employee benefits in a law firm environment, strong IT skills and an ability to work well in a team atmosphere with firm managers and partners. SPHR or other certification a plus. Essential skills include an understanding and ability to cultivate an environment of professionalism; to efficiently and economically manage staff; to create an environment that promotes healthy work/life balance for attorneys and employees; and technical knowledge sufficient to supervise contract IT staff. Position works closely with partners, CFO and Office Administrator to prepare and manage annual budget; set long and short-term personnel plans and goals; interview, hire, train, coach and discipline employees; create and enforce employment policies; monitor compliance with applicable laws and regulations; manage annual benefits renewal process; and, working with accounting staff, manage ERISA and other employee benefit plans. Competitive salary, bonus potential and benefits. Qualified candidates should send a resume, cover letter and references to Sarah E. Crippen, Human Resources Partner, Best & Flanagan LLP, via email to scrippen@bestlaw.com or via mail to 225 South Sixth St., Ste. 4000, Minneapolis, MN 55402. Best & Flanagan is an equal opportunity employer.