

MEDIA BRIDGE

HR Director

JOB DESCRIPTION

Media Bridge Advertising is looking for a HR Director to join our leadership team. At Media Bridge, we believe that Human Resources fuels business results. We believe that HR is not just about payroll, corrective measures, knowing your labor laws and memorizing the employee handbook by heart.

HR at Media Bridge will focus on increasing overall awareness on the impact everyday decisions have on our people. We are looking for someone who will empower our leaders with the right support so they can raise the bar and lead with heart (two of our core values). This person will ensure that the best tools and programs are available and will provide development opportunities to all employees so they become the best version of themselves. This role will drive culture while putting PEOPLE FIRST and lead engagement for employees from hire to retirement

HR at Media Bridge is about ensuring we are providing a work environment that employees can thrive and be safe in, physically and mentally.

Benefits include not only health insurance and 401(k), but also quarterly profit-sharing and a travel program that lets YOU select your business destination. Plus, instead of sitting in a Dilbertian cubicle, you get to work in our cool North Loop office in Minneapolis and enjoy all the free espresso and LaCroix you want—or grab a workout in our in-house gym.

“Culture Fit” We’re Looking for at Media Bridge

We have a fun and vibrant culture that allows you to be you. We believe in equality, diversity and generally being good people who “do the right thing.” We’re a no-excuses, results-driven group that also likes to have fun. In this professional-yet-relaxed environment, we want employees who enjoy what they do and where they work, and who constantly strive to help us grow by helping our clients grow.

RESPONSIBILITIES:

- Lead internal efforts as they relate to culture, core values, and employee engagement.
- Oversee career pathing and development opportunities to support a fulfilling career for all team members
- Address employee relations issues, complaints, employee concerns, and disciplinary actions
- Work with department heads to manage employee performance reviews and employee development programs
- Lead employee recruiting efforts including revisions of job descriptions, sourcing potential candidates, setting up interview schedules, screening incoming resumes, and interviewing potential candidates
- Review and manage human resource-related policies to maintain compliance with all applicable laws and government reporting requirements.
- Responsible for planning, communicating, and administering employee benefits.
- Act as a liaison between employees and the insurance brokers and support the review of existing policies to determine new and shifting insurance needs.
- Facilitate employee orientation and onboarding programs.
- Conduct and manage training programs such as DEI, sexual harassment, and employee wellbeing.
- Recommend changes in benefits offered, targeting employee satisfaction and retention.
- Facilitate an in-house employee training system that addresses company training needs.
- Perform administrative tasks across a range of company wide areas.
- Managing and fulfilling employee productivity equipment.
- Employee benefit tracking

REQUIRED SKILL and KNOWLEDGE

- Bachelor's degree in Human Resources or related field.
- 5+ years' experience in human resources.
- Knowledge and expertise in federal and state laws regarding human resources.



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- Superior interpersonal skills and demonstrated ability to collaborate and communicate effectively across departments
- Interest and ability to engage in diversity, equity and inclusion efforts within the organization
- Working knowledge of Microsoft Office suite

PREFERRED QUALIFICATIONS

- SHRM Certification
- Professional in Human Resources (PHR)

Media Bridge is a 6x winner of the Inc. 5000 list of fastest-growing privately held companies in America row by embracing our philosophy of Media the Way It Should Be™. This means we are a team that is growing and winning personally and professionally, and we are living our best lives continuously improving team health scores while continuously growing our business and the businesses of our clients and partners.

Founded in 2010, Minneapolis-based Media Bridge Advertising has a diverse client roster that includes Inspire Medical Systems Inc., It's Just Lunch, Renters Warehouse, Allina, SPIRE Credit Union, Louisiana-Pacific Corporation, Gutter Helmet, Secondhand Hounds and numerous others. We're a tight team of smart, competitive, hard-working, fun, and entrepreneurial marketing pros who live and breathe our core values: Lead with Heart, Do The Right Thing, No Excuses-Just Results and Raise The Bar.

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