



## Moore Holdings Head of People

### About Us

Moore Holdings is a diversified holding company including operating companies, private equity investments and venture capital. We have locations in New York, New Jersey, Georgia, California, Tennessee, Ohio, Indiana, and Toronto, with plans for additional expansion. Renewal by Andersen is the full-service replacement window division of Andersen Corporation, a household name with the backing of 119 years of business.

### About the Position

As the Head of People, you will be supporting the 11 Renewal by Andersen ("RBA") retail locations across the United States and Canada. With "Think Team" being one of our most important core values, we strive to provide high impact opportunities for each of our employees.

As the Head of People, you will play a key role in Moore Holdings strategic initiatives to support growth and help the Company meet key business objectives.

The Head of People will be reporting directly to the Chief Operations Officer. We are entrepreneurs, so the successful candidate will be:

- Goal-oriented and resilient self-starter with a strong work ethic and significant drive
- Proactive in building relationships to gain respect and build a partnership with leadership
- A steward of human capital who is not afraid to stand up for the compliant and correct decision while protecting the enterprise from risk
- A trusted and disciplined HR leader who leverages insights, frameworks, and project management capability to improve HR functions and managerial performance
- Eager to take on new challenges as our business continues to grow and evolve.
- Confidently handle the unfamiliar by taking ownership, building knowledge and executing effective solutions.

### Scope of the Role

1. Evolve and manage the People function overall. Areas of focus will include:
  - Develop our leadership at the national and local level through hiring and developing talent, coaching, training, and performance management
  - Manage all employee relations issues, leveraging our current policies to ensure compliance with all applicable laws
  - Partner with the general managers, COO, and external counsel as needed
  - Serve as the internal expert on regulations, industry trends, current practices, new developments, and applicable state and federal employment laws
  - Build effective working relationships with key managers to understand the business to be able to diagnose problems and determine the appropriate course of action

- Ensure Human Resources programs, policies, and initiatives are not only in support of the business but are supported by the business through effective internal networking and the establishment of key partnerships within the business
  - Effectively communicate Human Resources plans and strategies across the organization
2. Understand and help implement our strategic growth plans. These include:
    - Assessing the capacity of our team to support additional growth
    - Creating a centralized set of people-focused initiatives
    - Owning successful implementation of initiatives
  3. The role is hands-on. You'll talk directly to employees and managers. You'll lead a group that includes our talent acquisition team, compliance, and an HR generalists.

### Requirements

- At least 10 years of business/work experience including 7 years in people operations/human resources positions of increasing responsibility.
- The ideal candidate has worked in an entrepreneurial environment leading a small HR department and can share examples of driving results in those roles.
- Excellent judgment and a keen understanding of how to share and manage information.
- Be able to quickly develop and communicate in-depth knowledge of our policies and procedures and recommend changes that may be appropriate.
- Broad knowledge of multi-state employee relations policies and practices, particularly in New York, New Jersey, and California.
- Proven experience conducting investigations, resolving complex workplace issues, coaching managers, dealing with employees and management at all levels of an organization.
- Knowledge and experience assessing employee climate, potential employment risks and creating solutions.
- Comfortable working with data and documents.
- Must be able to travel to all of our locations – approximately 25% of the time.
- Master's degree in a relevant discipline, JD or SHRM SCP certification a plus.

We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.