

# Smashburger Master LLC

## VICE PRESIDENT OF HUMAN RESOURCES

### **OVERVIEW OF RESPONSIBILITIES:**

The Vice President of Human Resources will be responsible for directing all of the people functions of smashburger in accordance with policies and best practices. They will also be responsible for the strategic Human Resource planning to provide smashburger with the best talent available and to position the company as the "Premium Choice" by being aware of policies, practices and trends within the restaurant industry. Responsible for leading and managing the Human Resources teams execution of its strategies to achieve the company's development objectives.

### **KEY FUNCTIONS:**

- Plan, develop, organize, implement, direct and evaluate the organization's Human Resources function and performance.
- Participate in the development of smashburger plans and programs as a strategic partner, but particularly from the perspective of the impact on people.
- Translate the strategic and tactical business plans of smashburger into Human Resources strategic and operational plans.
- Evaluate and advise on the impact of long range planning of new programs/strategies and regulatory action as those items impact the attraction, motivation, development and retention of the people resources of the organization.
- Develop staffing strategies and implementation plans and programs to identify talent within and outside the Company.
- Develop progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance.
- Create and implement programs to enhance organizational and employee development plans including training programs, performance management systems and reward and recognition tools
- Oversee total compensation and benefits planning to ensure market competitiveness, adherence to budget and regulatory compliance
- Manage and contribute to the day-to-day operations of the human resources department; assess and implement appropriate HR infrastructure to enable efficient and effective support of the organization
- Manage and facilitate the Company's Goal setting process; ensure effective management and setting of goals throughout the organization; appropriately tied to Corporate goals and employee performance
- Monitor, recommend and adapt company policies and procedures
- Develop programs to allow the corporation to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.
- Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps proper succession planning programs for key contributor and management positions, training and development programs for

preparing employees for more significant responsibilities and general business development programs to enhance employee knowledge and understanding of the business of the company and the restaurant industry.

- Continually assess the competitiveness of all programs and practices against relevant comparable companies, industries and markets.
- Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem-solver of people issues.
- Develop appropriate policies and programs for effective management of the people resources of the Company. Included, but not limited to employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.
- Manage the human resource information systems database and necessary reports for critical analyses of the Human Resources function and the people resources of the company.
- Maintain knowledge of international Human Resources policies, programs, laws and issues. Understand the differences of state, domestic and international policies and programs and coordinate the integration of all such programs.
- Manage other areas such as relocation, employee communication, employee safety and health and community relations.
- Manage the budget and other financial measures of the Human Resources Department.
- Continue improving the programs, policies, practices and processes associated with meeting the strategic and operational people issues of the Company.

#### **QUALIFICATIONS AND COMPETENCIES:**

- Requires a Bachelor's Degree in Human Resources Management or related field and minimum of fifteen (15) years of related experience. Master's Degree preferred.
- Ability to travel up to 20% is required.
- Ability to thrive and multi-task in a fast paced environment; ability to process information quickly and accurately provide alternatives for key business issues; adaptability and flexibility to changing situations and environment.
- International experience is a plus
- Working knowledge of finance and operations
- Highly refined oral and written communication skills
- Ability to create new and innovative solutions in response to changes in the industry, strategic objectives of the company, or market opportunities.
- Advanced computer skills utilizing Microsoft Office and Outlook.
- Excellent organization skills to track and provide guidance on multiple projects.

#### **About Smashburger**

Denver, Colorado-based Smashburger is a fast-casual restaurant designed to be every city's favorite burger place. Developed and funded with \$15 million from private equity and concept development firm Consumer Capital Partners (CCP), Smashburger develops both company and joint-venture partner stores. The company has sold franchise agreements that will total more than 200 locations over the next five years. The company, joint venture and franchise development deals are part of Smashburger's plan to open 500 plus restaurants across the

country, 30 to 60 in 2009. Smashburger was named a 2009 Hot Concepts! award winner by Nation's Restaurant News. To learn more, visit [www.smashburger.com](http://www.smashburger.com).

### **About Consumer Capital Partners**

Denver-based Consumer Capital Partners (CCP) is an innovative private investment and concept development firm focused on multi-unit retail businesses, primarily in the restaurant, liquor, food, and leisure industries. CCP has deep experience in the fields of private equity, brand, concept and product development, and strategic consulting. To learn more about CCP, please visit [www.consumercp.com](http://www.consumercp.com).