



Director, Human Resources

Location Hybrid – MA/NH/VT

Role **Director, Human Resources**

Contract Type Regular, Full-time

General Information

Reporting to the CEO, The Director of Human Resources will lead and manage the full complement of HR duties for the company. This includes developing and implementing HR policies, programs and initiatives that align with the company's mission, vision, and values. This individual will lead the company's efforts to attract, develop and retain top talent. The position will manage payroll, benefits, employee and labor relations, recruitments, and training. The position requires travel to all company sites, located in Massachusetts, New Hampshire and Vermont.

Responsibilities

- Responsible for managing and processing multi-state payrolls;
- Administration of all HR programs, including compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance management; recognition; and training and development;
- Plans, leads and implements policies, processes, training, and initiatives to support the company's HR compliance;
- Employee and labor relations, including contract negotiations;
- Collaboration with senior leadership to attract, develop and retain top talent.
- Identifies staffing and recruitment needs; develops and executes best practices for hiring;
- Develops, implements and manages programs and initiatives to sustain employee engagement and well-being;
- Develops, implements, and manages departmental budget;
- Management of external relationships with benefit advisors, retirement advisors, and outside employment counsel;
- Monitors and ensures the company's compliance with federal, state and local employment laws and regulations; reviews and modifies policies and procedures to maintain compliance;
- Performs other duties as required.

Qualifications and Education

- Bachelors degree in human resources or related field;
- 8+ years generalist experience;
- Previous experience with collective bargaining units a plus;

- Excellent verbal and written communication skills, along with the ability to communicate with a variety of audiences, internal and external;
- Demonstrated leadership skills;
- Excellent interpersonal, team-building and negotiation skills;
- Excellent organizational skills and attention to detail;
- Strong time-management skills and a proven ability to meet deadlines;
- Excellent analytical and problem-solving skills;
- Ability to adapt to the needs of the company and employees;
- Thorough knowledge of employment-related laws;
- Highly proficient with Microsoft Office Suite;
- Previous experience with payroll systems a plus.