

JOB DESCRIPTION

Position	Human Resources Manager
Reports To	Chief Financial Officer (CFO)
Status	Full-Time or Part Time (32-40 hours); Exempt
Location	Maine based

Position Overview

The Human Resource Manager will lead and direct the Human Resources (HR) function under the direction of the CFO; including hiring and interviewing of staff, onboarding employees, administering benefits, and enforcing company policies and practices.

Position Duties and Responsibilities

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to the leadership team and other staff when complex, specialized, and sensitive questions and issues arise
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants; collaborates with departmental managers to understand skills and competencies required for openings.
- Implements new hire orientation and employee recognition programs.
- Maintains employee files and supporting records, ensuring completion and accuracy of key details.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Plans and supports company-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in retirement or benefits plans.
- Assists with the administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers or insurance brokers.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Employment Standards

Education

- Bachelor's degree in Human Resources or related field required.
- SHRM-CP or other certifications a plus

Experience

- At least 3-5 years relevant work experience in similar human resources role(s)

Skills

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Ability to work both independently and collaboratively while maintaining a positive team culture
- Proficient with Microsoft Office Suite
- Proficiency with or the ability to quickly learn the organization's ADP systems.

Other Requirements

- Ability and availability to work and engage with employees from home
- Ability to meet with employees in person (when safe to do so subject to State CDC guidelines) as needed.