

Calm Water Business Partner, LLC
PO Box 7046
Nashua, NH 03060-7046
603-809-4218

We are seeking a Human Resources Generalist for our small, non-union, growing manufacturing company, with corporate headquarters located near Rochester, NH.

This is currently a one-person department, responsible for all aspects of human resources including: recruiting, interviewing, hiring and on-boarding; determining exempt or non-exempt status; employee relations, benefits administration, maintaining employee personnel files and maintaining the employee handbook. Ensuring all federal and state employment regulations are adhered to in multiple States. Working with department management and the safety committee to maintain safe working conditions. Managing worker's compensation claims, assisting with the investigations and determining necessary procedure changes and training.

Must have strong communication, organization, multi-tasking and computer skills (e.g., MS Office, HR Software). Will assist with the updating and automating of the Company's HR software system.

Minimum of a Bachelor's degree in Human Resources is required with at least two years of related hands-on work experience.

Competitive salary and benefits package. There is growth potential here as the company is acquiring other locations and expanding. Local candidates only. This is not a remote position, however, there is some schedule flexibility. Must be authorized to work in the United States without sponsorship of any kind now and in the future.

Please email your resume to nancy@calm-water.com.