

## **Manager, Human Resources – Boscawen, NH JW5697**

**Onsite requirement:** 5 days/week in Boscawen, NH, M-F 8am – 4:30pm

### **Description:**

Our world leading manufacturing client is seeking a Human Resource Manager who will be responsible for planning, developing, implementing, and maintaining employee-centric programs that meet business objectives. This Human Resources Manager will manage a team of two (HR Generalist & HR Coordinator/Receptionist) and report to the SVP, Operations.

### **Responsibilities:**

- Develop human resource programs to support business objectives.
- Manage the talent acquisition process from recruitment to onboarding.
- Maintain employee communications to include employee handbooks, policies and procedures, benefit materials, and other correspondence.
- Work with a Team in administering company-sponsored benefit plans and recommend areas for improvement.
- Familiar with legal requirements and government reporting affecting human resources functions and ensures compliance.
- Administer FMLA, Short Term Disability, and Workers' Compensation leave programs.
- Oversee compensation program, job evaluation process, and update job descriptions.
- Support managers with employee relations matters and areas of performance improvement.
- Implement and maintain programs to meet QMS objectives.
- Maintain employee records and utilize HRIS to create efficiency and track key metrics.
- Plan and host all company-sponsored employee appreciation events.
- Act as the community liaison for external relationships and corporate giving.
- Supervise two direct reports.

### **Requirements:**

- Professional certification (PHR/SHRM-CP) is preferred.
- Previous experience in an ISO/IATF certified manufacturing environment is a plus.
- BS or higher degree in Human Resources or Business Administration with 5+ years of relevant experience.
- Flexible to provide support in a 24/7 production environment as needed.
- Must pass background check.

**Onsite requirement:** 5 days/week in Boscawen, NH, M-F 8am – 4:30pm

**Compensation:** \$105K to \$115K plus bonus and excellent benefits

### **Consultant Contact Information:**

Jeff Willmott  
781-789-0399  
jwillmott@willmott.com  
Willmott & Associates, Inc.  
289 Great Road, Suite 103  
Acton, MA 01720