



### **Position Description**

Position: Director, Human Resources  
Department: Human Resources  
Reports to: President & CEO  
Status: Full-time; Salaried; Exempt

### **Position Summary:**

The Human Resource Director is responsible for the overall administration, coordination, and evaluation of the human resource function. This is a hands-on multi-disciplinary position including recruiting, employee relations, training, talent management, leadership development, compensation, payroll, and benefits. As a member of the leadership team, partners with the business to create, implement, and maintain policies and practices to support achievement of company goals.

### **Essential Duties and Responsibilities:**

Include, but are not limited to:

- Supports leadership by providing human resource direction, advice, and counsel.
- Reviews and makes recommendations to executive management for improvement of the organization's policies, procedures, and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance.
- Recommends, evaluates, and participates in staff recruitment, on-boarding, training, and assimilation.
- Creates, sponsors, and administers performance management, talent management and learning and development programs
- Assists executive management in the annual review, preparation, and administration of the organization's compensation programs.
- Evaluates, recommends, and administers benefit programs. Supervises payroll administration.
- Champions company culture initiatives
- Manages employee relations and consults with legal counsel as appropriate on significant matters.
- Develops and maintains a human resource information system that meets the organization's needs.
- Supervises the staff of the human resource department.
- Other duties, responsibilities as assigned
- Ensures interactions are consistent with company values and treats others with dignity and respect.

### **Qualifications:**

- Bachelor's degree required, Master's degree preferred. SHRM-CP or (S)PHR certification
- Eight or more years of experience as a generalist or in two or more HR disciplines including three or more years managing professionals.
- Life sciences industry or regulated environment preferred
- Business Partner experience working with high level leaders in growth-oriented environments
- Capable of strategic vision, operationalizing strategy and rolling up sleeves to work along-side HR staff and senior management to accomplish tasks
- Demonstrated business acumen with strong analytical skills
- Solid interpersonal skills required, including coaching, communication (written and oral), listening and speaking 1 to 1 and in small and larger groups.

### **Work Environment:**

- Office environment with occasional manufacturing and warehouse area exposure. Physical requirements are those that could be reasonably anticipated given the job duties and work environment. Travel limited to between office locations and occasional in-country business travel at or below 5% of the time.