
Human Resources Manager

Boston, MA

Overview

With the help and support of the Senior Human Resources Director, you will as Human Resources Manager manage the HR function for a growing 70+ person company and oversee all processes related to performance management, compensation & benefits, training and recruiting/onboarding. You will be responsible for leading and scaling critical pillars within the people operations organization. You will guide them through the complex issues of a growing company, including cultural initiatives and employee engagement that allows the entire organization to run most effectively. The incumbent will be comfortable working in a small, start-up environment and will have a proven track record of success. In the first 6 months the incumbent will have the mandate to work on the following topics:

- Revised the employee handbook.
- Revised the recruitment process and clearly defined the onboarding process.
- Participate in the development and implementation of the HRIS (ADP Workforce Now).
- Build (with the support of ITS) the intranet site.

What You Will Do

- Develop and implement clear, effective performance management tools and processes; support all managers as they put these into practice;
- Own/manage existing relationship with our benefits broker for benefits administration and employee support programs / EAP;
- Partner with managers to help recruit and scale teams based on talent acquisition strategy;
- Create and maintain employee orientation, development, retention and training programs;
- Oversee the creation and communication of HR policies and procedures;
- Maintain record keeping requirements and compliance;
- Manage compensation and benefits programs;
- Manage employee onboarding process;
- Work with the leadership team to identify, define and implement HR programs that address the needs of the company;
- Maintain and encourage a supportive, diverse and inclusive environment;
- Nurture a healthy, positive company culture. This includes setting and communicating behavioral guidelines and expectations; organizing team-building activities; cultivating a sense of fun; modeling and enabling positive team interactions and communications; collaborating with other team members to maintain an inspiring and productive work environment;
- Support current and future business needs by identifying and attracting new talent, and engaging, motivating, and preserving current talent and ensuring they have consistent opportunities for growth;
- Use an analytical approach to support good business decisions and periodically evaluate and implement changes to the human resources programs, processes and third-party providers
- Ensure company compliance with regulatory concerns and reporting, and all applicable federal and state laws;
- Manage monthly reports to corporate;
- Manage organizational logistics and space planning as our team grows;

- Actively support the safety, welfare, wellness and health of our entire team.

Skills & Qualifications

- Interpersonal Skills and Ethics – A natural focus on “team”, with a resourceful and collaborative approach to working. Treats people with respect; inspires and earns the trust of others; conducts all activities with integrity while observing all relevant laws, regulations, ethical standards and conventions;
- Oral and Written Communication – Actively listens and responds effectively to questions; leads effective meetings; able to effectively prepare and then communicate options and recommendations;
- Cost Consciousness and Organizational Support - Works within approved budget; conserves organizational resources and offers suggestions on how to accomplish individual and business goals more efficiently and effectively at lower costs. Observes policies and procedures; completes administrative tasks consistent with company policies and on time; supports organizational goals and values; contributes to evolving culture;
- Planning/Organizing and Dependability - Is highly organized; prioritizes and plans work activities; uses time efficiently; sets goals and objectives with realistic action plans; proactively checks self against objectives and modifies as needed;
- Initiative and Innovation- Undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed. Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work;
- 5 or more years of experience as a HR generalist;
- Bachelor's Degree in Human Resources, Business or a related field;
- Knowledge of ADP HRIS & Success Factor or others system is an asset;
- Excellent knowledge with IT system;
- Ability to prepare PowerPoint presentation ;
- Pride yourself on being an excellent communicator;
- Proven ability to influence and drive change;
- Possess strong organization and project management skills;
- Don't shy away from change and new ideas;
- Thrive in a fast-paced environment;
- Knowledge of federal, state, and local employment, wage and salary laws and regulations
- Firm understanding of human resources best practices;
- Ability to work confidentially and responsibly at all levels within an organization, having access to sensitive information.

Why Join?

The Organization. Is an industry leader in the field of radiopharmaceuticals.

The Role. One sentence on the role and its unique challenges

The People. you will enjoy a flexible and dynamic working environment that fosters creativity, leadership and collaboration.

Your Next Steps



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Email your resume in **word format** to mdrake@radarhh.com Please quote **project #106893** in the subject line. radar promotes the highest standards of integrity and principles of quality, diversity, equity, and ethical practice. We thank all those who submit their résumés. Only those selected for further consideration will be contacted.

