012076  (First Posted: 11/10/2017)
POSITION:  SVP, Total Rewards and HR Operations
EMPLOYER:  Confidential
LOCATION:  Greater Boston, MA
DUTIES:  Interested in driving the next generation of Total Rewards strategy for an industry leading financial firm that has been highly recognized for excellence in its business sector?  Our client, based in the greater Boston seeks a SVP, Total Rewards and HR Operations to join their forward thinking, dynamic team. This key member of the HR leadership team will drive the Total Rewards strategy by developing and administrating organization wide programs that align with an evolving workforce whose Compensation and Benefits needs are changing.  In addition to leading Total Rewards and Operations, this individual will be a leader in building organizational effectiveness and high employee engagement, rethinking what Total Rewards should be for the next generation.
QUALIFICATIONS:  A leader in building organizational effectiveness and high employee engagement, rethinking what Total Rewards should be for the next generation.
SALARY:  $200-215K
CONTACT:  Please send resumes to skeefe@gattihr.com with Job #6215 in the subject line.

012077  (First Posted: 11/17/2017)
POSITION:  Payrol and Benefits Manager
EMPLOYER:  Paragon Bioservices
LOCATION:  Baltimore
DUTIES:  The Payroll and Benefits Manager will lead all aspects of payroll to include compliance, voluntary deductions, payroll tax processing, automated timekeeping review, leave balances, wage garnishment processing, unemployment claims, employment verifications, reconciliation of benefits, and payroll.  Reporting into the VP of HR, the Manager will also have responsibility for driving benefits offering and related benefits administration to include surveying industry and/or community to determine company's competitive position in employee benefits, recommending and installing approved, new or modified plans and employee benefits policies and supervises administration of existing plans.  Involvement with HRIS, and special projects.
QUALIFICATIONS:  Solid knowledge of ADP payroll required preferably having worked with ADP WorkForce Now with an understanding of how to reconfigure the system as needed.  Strong knowledge of most payroll practices to include FLSA and Wage and Hour Law regulations.  Multi-state processing experience preferred.  5-7 years of experience in payroll and benefits within a fast-paced client orientated environment.  Bachelors Degree required (Accounting, Business Mgt., etc.) with a Masters degree in HR.
SALARY:  $80-$105K
CONTACT:  http://paragonbioservices.com/careers/
EDUCATION

012075 (First Posted: 11/03/2017)
POSITION: Labor Relations Specialist
EMPLOYER: Middlesex Community College
LOCATION: Bedford, MA
DUTIES: The Human Resources Labor Relations Specialist is a collaborative and knowledgeable human resources professional. Assists the EDHR in areas regarding collective bargaining agreements and personnel policies such as employee and/or labor relations, grievance administration, reclassifications, accommodation requests, and performance management based on regulations, policies and guidelines. Ensures timely and accurate HR communications occur regarding contract compliance. Provides exceptional Human Resources service to a diverse workforce, and is committed to inclusive excellence, diversity, and continually strives to promote a culture of success and engagement for all employees.
QUALIFICATIONS: Bachelors required in a related field. Minimum of five years full-time professional experience in labor relations which must include significant, recent experience with the day-to-day administration of collective bargaining agreements, employee relations, grievance resolution, corrective action, drafting and communicating responses, and conducting disciplinary investigations.
Ability to maintain strict confidentiality of sensitive information.
SALARY: $56,100-$84,200 based upon education and experience.
CONTACT: Applicants interested in applying MUST submit the following documents via the online application:
1. Cover Letter
2. Resume
https://middlesex.interviewexchange.com/jobofferdetails.jsp?JOBID=90767

NON-PROFIT/GOVERNMENT

012074 (First Posted: 10/27/2017)
POSITION: Director of Human Resources
EMPLOYER: The New York Historical Society
LOCATION: New York City, NY
DUTIES: The Director of Human Resources supports our staff and continues to make N-YHS a great place to work. The right person will be proactive and resourceful and have strong knowledge and experience in Human Resources and will direct all areas of Human Resources including policy development, recruitment, labor relations, employee relations, compensation and benefits. A high level of professionalism and confidentiality are critical to this role. Excellent written and verbal communication skills are extremely important in this position. This position is both strategic and hands on. The ideal person will both be a counselor to senior management as well as responsible for making sure all day-to-day operations of the HR Department are completed.
QUALIFICATIONS: Minimum of 10 years of progressive Human Resources experience; Proven leadership and managerial skills; Demonstrated ability o serve as a knowledgeable resource for the senior management team; Possesses both strategic thinking capability and hands on HR plan implementation experience; Clear understanding of federal, state and local laws and regulations that impact the Human Resources function; Strong background in HRIS, ADP preferred; Experience working in a union environment preferred.
SALARY: Please submit salary requirements with your application.
CONTACT: For consideration please send cover letter, resume, writing sample and salary requirements to hrdirectorsearch@nyhistory.org. In the subject line, please reference the job title.