



## **DIRECTOR OR HUMAN RESOURCES**

We are seeking a dynamic Director or Human Resources. Reporting to and working in collaboration with the Director of Administration, this full-time, exempt position manages the delivery of human resources services to all Eaton Peabody employees in all offices statewide.

### **Specific areas of responsibility**

Employee Relations and Safety; records and file management; managing firm compensation and evaluation programs; recruiting, hiring, orientation; administration of firm benefits; compliance with all HR-related laws and regulations; employee training; supervisory duties of administrative staff; and a number of administrative functions in support of the firm's management.

### **Knowledge and Skills Required**

Principles and practices of human resources, compensation and benefits administration, labor and employment laws and regulations, safety, ergonomics, workers compensation, FMLA, etc.

Confidentiality and discretion, diplomacy and tact, excellent interpersonal and collaboration skills, judgment in sensitive matters, leadership, work under pressure, effective oral and written communication skills, supervisory skills, initiative, detail orientation, ability to travel to branch offices.

### **Education/Experience Required**

Bachelor's degree in Human Resource Management or related field, additional formal education or certification preferred (i.e. PHR, SPHR)

Minimum of 5 years of progressively responsible human resources experience

Competitive compensation and benefit package offered. Flexible benefit plan includes employee group health, dental, life, short-term and long-term disability insurance, medical and dependent care reimbursement plans, health savings account, and long-term care insurance. In addition, the firm provides a generous 401k plan and paid leave policies.

Please submit résumé and professional references in confidence by May 25, 2018, to:

Eaton Peabody, Human Resources  
PO Box 1210  
Bangor, Maine 04402-1210  
or  
tbrown@eatonpeabody.com

No phone calls or walk-ins please  
Equal Opportunity Employer