

At Digital Prospectors we believe that all people should love their jobs. Our team embodies this daily as they work to improve the lives of the people we serve by connecting opportunity and talent in meaningful ways. When we say “all” people should love their jobs, our internal staff are at that forefront and as a company we go above and beyond to make sure this is achieved. With an award-winning company culture, supportive management/co-workers, and benefits that are second to none, we are excited to be expanding our team and are looking for a Senior Human Resources Manager with prior Staffing Agency experience.

The Senior Human Resources Manager will be responsible for the overall management of the Human Resources department and will partner with our Senior Leadership team to support the priorities of our growing staffing business. In this role, you must be able to thrive in a fast-paced environment, be a strategic thinker, possess strong communication and presentation skills, strong mentorship/coaching skills, excellent decision making/problem solving abilities, and be a champion of our company’s culture.

Responsibilities:

- Oversees the HR team’s daily workflow, provides support and guidance and addresses escalated HR issues.
- Foster an environment that embodies our Credo and PASSION value system and where employees use those tools to help make decisions and collaborate and communicate with each other.
- Works closely with the Senior Leadership team on our firm’s growth plan and execute on our talent strategy by owning the full lifecycle of the internal hiring process (sourcing through onboarding/training), aiding in employee retention and succession planning.
- Responsible for the development, management and enforcement of HR policies surrounding such topics as Federal and State employment compliance, benefit and leave policies, EEO, safety and employee relations.
- Be a business partner with the Front, Middle and Back offices to help create processes that support the goals of the person/team and create a best-in-class employment experience for both internal and external employees.
- Assist in the management and supervision of internal and external benefit providers, building strong relationships, ensuring a competitive benefit offering at competitive pricing and proactively seeking ways to improve the offering.
- Assist CFO and Leadership to help craft a strategy around Internal and External benefits that is best and class and cost effective.
- Maintains knowledge of trends, best practices, regulatory changes and recent technologies in human resources, talent management, and employment law and communicates to team.
- Actively participate in local and national HR organizations, including chapter meetings, networking events and training events.
- Working knowledge of FSO (Facility Security Officer) responsibilities for the oversight of security clearances.

Required Skills:

- Experienced in all aspects of HR, with an emphasis on HR policies and procedures, employee onboarding/offboarding, health and welfare and leave benefits, employee relations,

performance management, HR process and administration, compensation management, succession planning and multi-state employment policy development and compliance.

- Strategic thinking with prior experience working as part of a Senior Leadership team to establish and prioritize business objectives. Demonstrated experience in creating programs and policies that achieve company goals and align with the growth plans.
- Talent management, employee retention, employee development and succession planning.
- Experience developing onboarding and offboarding programs, including training and orientation programs, for internal and external employees.
- Judgement skills with the ability to measure risk appropriately to help make decisions. Ability to collaborate and drive towards consensus while problem solving.
- Work effectively across multiple business groups with individuals at various experience levels. Strong business acumen and people and project management skills.
- Experience mentoring, coaching, and managing other members of the team. Not against “rolling up your sleeves” to assist the team.
- Experience creating department level budgets and forecasts and contributing to the overall company budget goals.

Qualifications:

- Bachelor’s degree in HR or a related field and holds a current SHRM-CP or SHRM-SCP certification.
- 7+ years of robust and progressive HR experience, with 3+ years in a staffing or professional services environment.
- Previous experience leading and managing an HR team or related Operation team.
- Highly motivated and proactive thinker with strong oral and written communications skills, high attention to detail, organized, and thrives in a fast-paced environment.
- Committed to a minimum of 2 days on-site (Tuesday/Thursday) in our Exeter, NH office.
- System skills: proficiency with MS Office (required), Paycom (preferred), and Bullhorn (preferred).

If this message speaks to you and you have what we’re looking for - take a bold step forward in your career and start a conversation with us!

Digital Prospectors provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Employment is contingent upon the satisfactory outcome of a comprehensive background check and eligibility to work in the United States.