



STARC Systems is hiring a **Human Resources Director** to join their growing team in Brunswick, Maine. STARC is an innovative temporary containment solutions company with one goal — eliminate the disruption of renovation. Founded in 2012, STARC has grown from 25 to 70 employees in the past two years and they are still hiring and growing today.

The **Human Resources Director** reports to the VP of Finance and Administration and will be critical in supporting the current and upcoming company growth, providing strategic and operational HR leadership.

Primary Responsibilities:

- Improving HR processes and implementing strategies that support business growth, enhance safety and wellness, manage job satisfaction, attract and retain the best staff, and promotes STARC's values.
- Supervise and lead internal HR employees, providing the necessary resources and guidance needed to execute their job responsibilities.
- Plans and directs the overall design, implementation, communication, and administration of health and benefits programs.
- Oversees and supervises payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations.
- Acts as the point person and primary resource for recruitment and employee relations processes, implementing new policies as necessary.
- Drives the implementation and utilization of an HR system; synthesizes reporting and data to understand core people practices and influence business outcomes.

Job Qualifications:

- Minimum Bachelor's Degree is required and PHR/SPHR certification preferred.
- A minimum of 10 years professional and related experience, at least 4 of these in a leadership role.
- Thorough knowledge of HR principles and labor laws/regulations.
- Strong understanding of payroll, benefits administration, employee relations, and other HR functions.
- Demonstrated experience with the implementation and effective utilization of HR systems and technology.

NO PHONE CALLS OR RECRUITERS PLEASE

STARC Industries is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.