



North Atlantic States Carpenters Benefit Funds Position Description

Position: Human Resources Manager
Location: Wilmington, MA
Reports To: Executive Director

Summary:

The North Atlantic States Carpenters Benefits Fund (NASCBF) seeks an experienced, active Human Resources Manager responsible for planning and coordinating all aspects and activities related to recruiting, on-boarding, training, and retaining NASCBF employees and other resources across multiple offices. This is a full-time, in-office position.

The NASCBF Fund Office has for more than sixty years administered retirement, health and other benefit funds to more than 45,000 active and retired plan participants of the United Brotherhood of Carpenters across New England and major parts of New York state. The NASCBF is a diverse, multi-generational office of approximately 110 employees with offices in Massachusetts, Connecticut, and New York state. Approximately 25 employees in the Wilmington office are separately covered by a collective bargaining agreement.

Position Responsibilities include, but are not limited to the following:

- Provide personnel policy, support and guidance to employees and management.
- Manage the recruitment process from job posting to employment offer and onboarding.
- Maintain up-to-date knowledge of federal and state employment law and compliance requirements in the states where we operate.
- Coordinate open enrollments, changes, and training for employee benefits programs.
- Respond to human resource-related inquiries.
- Assist with payroll processing.
- Create and distribute internal communications regarding status changes, benefits, or company policies.
- Administer new employee on-boarding, orientation and probationary reviews.
- Develop and maintain talent management processes.
- Monitor employee morale and company culture.
- Develop creative and effective recruitment strategies.
- In conjunction with senior staff identify future staffing needs.
- Process employee complaints and assist in any necessary investigations, resolutions and corrective actions.

- Maintain relationship with representative union and participate in collective bargaining negotiations.
- Conduct periodic compensation analyses on current and new positions.
- Regularly review and update employee policies and Employee Handbook
- Maintain employee personnel records.
- Develop and coordinate employee activity events.
- Conduct exit interviews and recommend corrective action if necessary.
- Travel to various Fund offices in Connecticut and New York state.
- Manage HR staff as become available.

Education and Experience Requirements:

- Bachelor's degree in human resources, business administration, or a related field
- Minimum five years participation in human resources positions with employers of comparable size, including recruiting, employee relations/conflict resolution and training experience.
- Experience working in a collective bargaining / union environment.
- Excellent written, verbal, and interpersonal communication abilities
- Ability to maintain confidentiality.
- Strong analytical and problem solving skills
- Experience with HRMS/HRIS systems
- Proficiency with Microsoft Office (Microsoft Excel, Microsoft Outlook)
- PHR or SPHR certification preferred
- Bilingual English/Spanish a plus

Physical Requirements:

- Regularly required to operate standard office equipment (personal computer, photocopier machine, etc.)
- Ability to work on a computer for up to 7 hours a day.
- Regularly required to sit for long periods of time, and occasionally stand and walk.
- Regularly required to use hands to operate computer and other office equipment.

BENEFITS:

At the North Atlantic States Carpenters Benefit Funds we offer a comprehensive benefits package that includes medical, dental, vision, life and disability insurance plans. We also offer paid holidays, vacation, PTO and two retirement plans. At NASCBF, our employees enjoy a shorter workweek (37.5 hours), good work-life balance and work that is always challenging. When you join us you will have the ability to make a difference! www.carpentersfund.org