

HUMAN RESOURCES MANAGER

WHO WE ARE

Who knew? On a beautiful green island in south Puget Sound sits the world's best "bone factory!" For over four decades Pacific Research Laboratories (Sawbones) has been creating and manufacturing state-of-the-art anatomical medical training and simulation models, right here on Vashon Island. And not only that... we also offer contracted manufacturing solutions using the latest technology and innovative engineering, to turn others' ideas into salable products. As employee-owners, we're a dedicated bunch, proud of the products we make and the strong relationships we've built over the years with our customers, vendors, and the community.

Island residents enjoy a peaceful, unhurried lifestyle, outdoor activities, and an opportunity to have "the best of both worlds" with West Seattle, Tacoma, and the Kitsap peninsula each a short ferry ride away. We also have Metro bus service and a weekday water taxi to downtown Seattle - lots of transport options. And the orca-sightings are free!

WHY WE NEED YOU

Sawbones is a vibrant company of 165 with plans to grow in an ethical and sustainable way. To do this, we need a business-minded HR Manager to join leadership in creating an environment of productivity and engagement, to ensure we remain an "employer of choice." In this role you'll serve on our collaborative Leadership Team as a trusted advisor, offering strategic thought leadership and technical expertise in human resources and organizational development, while crafting practical options and solutions. The result will be people strategies that align with our culture and deliver the business results we need. This is your chance to really make a difference and quickly see the impact of your work!

WHAT YOU'LL DO

- Participate, with the Leadership Team, in organizational strategic planning and organization-wide program and policy initiatives
- Develop and lead all human resources functions and programs in alignment with the organization's mission, strategic direction, and business plan. This includes talent acquisition, organization development, performance management, talent planning and career development, leadership development, employee communications, total rewards, learning, etc.
- Build staff capabilities and support their growth and development
- Build and maintain strong, trusted relationships with all levels of staff
- Establish and maintain a talent acquisition and retention plan that aligns with business needs and attracts and retains diverse staff
- Develop and administer employee performance management programs
- Provide counsel, advice, and support in resolving employee relations issues and other sensitive matters in an equitable and lawful manner
- Coach leaders to build effective employee relationships by offering guidance on performance and professional development issues

- Provide leadership for total rewards philosophy, strategy, and methodologies. Develop and maintain comprehensive, progressive, and equitable compensation and benefits programs informed by trends and responsive to relevant labor markets.
- Oversee, develop, and implement staff training and leadership development programs to close skill gaps between current and future skill sets and competencies
- Develop, provide, and respond to key metrics, such as retention/turnover, EEOC/AAP, and other statistical data
- Drive continued human resources-related policy development, including employee handbook
- Ensure compliance with federal, state and local laws and regulations to minimize risk to the organization

WHAT YOU'LL BRING

- Eight (8) years' human resources experience, with prior people management experience preferred
- Bachelor's degree or equivalent experience in a relevant field, with professional HR certification preferred
- Experience partnering with business leaders to develop people strategies aligned with organizational plans
- Track record of building and implementing people practices that lead to employee engagement and a positive workplace culture
- Ability to build collaborative working relationships and coach all levels of staff and leaders
- Thoughtful, clear verbal and written communication skills, including facilitation and presentation skills to a variety of audiences
- Ability to lead and influence others in a dynamic environment of change, challenge and multiple priorities
- Ability to listen effectively, learn quickly, and lead adaptively to deploy HR resources
- Patience and perseverance in tackling tough decisions with creativity and reasonable risk-taking
- Strong strategic thinking, analytical, organizational, project management, and process improvement skills
- Extensive knowledge of federal, state, and local employment regulations and laws
- Proficient and experienced with Microsoft Office applications

WE'VE GOT YOU COVERED

- Competitive compensation and comprehensive benefits package
- Employee Stock Ownership Program (ESOP)
- Work/life balance and casual work environment
- The opportunity to make a positive difference!

PLEASE APPLY HERE

<https://www.sawbones.com/careers>