

**Summary:**

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2021, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking a professional HR Manager who will support the HR Director with implementing HR strategies and initiatives aligned with our overall business strategy. The successful candidate will bring outstanding leadership and communication skills required to meet company objectives, while working in a fast-paced environment.

Responsibilities:

- Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Connect executives with employees, build an employer brand and improve employee engagement.
- Provides support and guidance to the HR team, management, and other staff where complex and/or sensitive questions and situations arise.
- Assist in administering and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoings, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.



- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned

Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of five years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.



- U.S. citizenship required, must have the ability to obtain or maintain DoD SECRET clearance

Why should you join Haigh-Farr?

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Health Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Health and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time
- 401K with Company Match
- Competitive salary, commensurate with experience and capabilities
- Company Sponsored Social Events – pizza luncheons, golf outings, food truck BBQ luncheons, Holiday Parties
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Health Insurance Plan

Life in Bedford, NH:

Haigh-Farr is located in beautiful **income** and **sales tax-free** Southern New Hampshire, just outside of the state's largest city, Manchester. Bedford offers great schools, a low cost of living and convenient access to highways and the airport. You can find great dining and wonderful activities including a summer farmers market, food truck festival, and kid-friendly museums and parks all within the region. For the outdoor enthusiast, Bedford is about 1 hour's drive to the East to the scenic New England coast and 1 hour's drive to the North to the Mountains and



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Lakes Region for summer activities, ice fishing, hiking and skiing. Boston is 1 hour's drive to the South and offers world-class dining, museums, professional sports and universities.