**Title: Head of Human Resources**

**Location: Providence, Rhode Island**

**Employment: Full or Part time**

**About Nabsys**

Join our dynamic team using nanotechnology to enable routine and cost-effective analysis of genetic structural variation.  Our mission is to deliver platform solutions to elucidate the genetic underpinning of disease thru better diagnostics to ultimately improve patient outcomes.  Our first-generation systems have been shipping to customers for a year.  We are scaling proven technology to substantially reduce cost and time-to-answer.

**Position Summary:**

Our Head of Human Resources (Director HR) will provide solutions, thought partnership and talent strategies for our company. We are looking for a passionate HR leader to communicate, implement and deliver on our recruiting needs, HR programs, best practices, and people solutions for our growing team. The position provides leadership on various Human Resources initiatives including employee engagement, leadership effectiveness, talent acquisition and development, compensation programs, team building and employee relations. As our company grows, the HR Head will welcome new team members into the company while ensuring our corporate culture is based on entrepreneurship, operational excellence, and collaboration. Your role is key to helping us grow our company and deliver on the mission to improve human health.

**Duties & Responsibilitie**s:

* Manage the staffing process, including recruiting, interviewing, hiring, and onboarding
* Ensure proper staffing levels, infuse talent into the organization and improve bench strength. Proactively strengthen diversity as part of the talent acquisition strategy.
* Operationally own the various recruiting modalities such as Linked In, Indeed, retained and contingent search professionals & employee referrals and capture all the search work.
* Create a compensation strategy for all employees based on market research and pay surveys
* Develop training materials and performance management programs to help ensure employees understand their job responsibilities and feel connected to the organization.
* Work with external providers to develop and deliver identified training & development programs
* Maintain general knowledge of legal requirements related to day-to-day management of employees, to reduce legal risks and ensure regulatory compliance. Partners with Legal as needed
* Investigate employee issues and brings them to resolution
* Ensure the organization’s compliance with local, state and federal regulations

**Requirements**

We are seeking a human resources professional who is passionate, curious, future focused in their thinking who can support our company growth and development.

* Bachelor’s degree in business, other discipline or equivalent
* 6-10+ years of overall HR experience, including 4+ years at a small company
* Experience supporting venture backed growing engineering focused organizations
* Prior life sciences industry knowledge extremely helpful
* Proven excellent interpersonal and business partnering skills
* Strong analytical, problem-solving, and influencing skills. • Strong verbal and written communication skills.
* Excellent time management skills with a proven ability to meet deadlines.
* Proficient with Microsoft Office Suite, or related products.
* Experience creating high-performing organizations through team development a plus

Nabsys affords equal employment opportunity to all qualified persons regardless of race, color, religious creed, national origin, age, military status, sexual orientation, disability, genetic information, gender identity, gender expression or gender unless based upon a bona fide occupational qualification.

**For more information, please contact**

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