

Sentec is a market leader of non-invasive respiratory monitoring solutions who develops, manufactures, and markets patient-centric, cost-effective technologies and products that provide clinicians with greater insight to quickly to identify trends, rapidly and more accurately assess patient respiratory status, and make more well-informed, timely care decisions – decisions that can improve patient care.

[Watch the Sentec Company Video](#)

Job Description

The **Human Resources Manager/Director** will lead and direct the HR department to optimize productivity, profitability, and employee satisfaction. This role will be responsible for coordinating all human resource activities including recruiting, hiring, onboarding, training, administering of pay, benefits, and leave, and enforcement of company policies and practices. This position is based in our office in Lincoln, Rhode Island.

Supervisory Responsibilities:

- Responsible for recruiting, interviewing, hiring, and onboarding of all employees.
- Manages the daily workflow of the HR department.
- Oversees annual performance evaluations for all employees.
- Handles discipline and termination of employees in accordance with company policy.

Essential Duties and Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to management and other staff when specialized and sensitive questions and issues arise; administers and executes routine tasks such as investigating allegations of wrongdoing and terminations.
- Manages the talent acquisition process including recruitment, interviewing, and hiring of qualified job applicants; collaborates with 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 programs that provide internal development opportunities for employees.
- Handles 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.

Qualifications/Education:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience.
- SHRM-CP or SHRM-SCP highly desired.
- Excellent verbal and written communication skills.

- Strong 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 when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite.

Working and Life at The Sentec Office

As Sentec employees, we have access to competitive benefits packages, paid parental leave, tuition reimbursement, summer hours, hybrid home/office schedules, engagement outings, free snacks, and our birthdays off.

Sentec offers a place to thrive and make an impact as a small company with huge potential and an expanding track-record of consistent growth. We know our decisions matter to the future of the company, our voices are heard by leadership, and our hard work pays off.

The Sentec office is staffed by an eclectic group of people dedicated to help deliver products to healthcare providers that make a difference and improve patient care. We love that we can log off each day knowing we've made a difference.

To apply, send your resume and cover letter to **Liza** at jobs.us@sentec.com