



Title: HR Director

Location: Renys's Office and Distribution Center, Newcastle, ME

Position Type: Full Time Exempt – Leadership Role

Department/Area: It is expected of every Renys employee to be willing to step into any role/job at any time as needed, regardless of job description.

Position Summary: This is a senior, hands-on leadership role reporting directly to ownership. The HR Director will build scalable HR systems, oversee compliance and risk management, lead employee relations, and strengthen training, benefits, and talent practices across all locations.

If you're an HR professional who loves building programs, developing leaders, and shaping culture, this is a unique opportunity to make a meaningful impact at a long-standing, mission-driven company. As we continue to grow, we are creating a new **HR Director** role to modernize and lead our people operations while staying true to our core values and family-oriented culture.

Essential Functions:

- Lead HR strategy for a 600-employee, multi-site organization
- Ensure compliance with federal and Maine employment laws (FMLA, Earned Paid Leave, ADA, EEOC, wage & hour)
- Oversee employee relations, investigations, and risk mitigation
- Manage benefits and partner closely with payroll
- Develop leadership training, onboarding, and performance management programs
- Serve as a trusted advisor to ownership and store leadership

Minimum Requirements:

- An HR professional with 7–10+ years of progressive HR experience, including leadership in a multi-location environment.
- Deep knowledge of state and federal employment laws and HR compliance for employers of 15+ and 50+ employees.
- Skilled in employee relations, training, coaching, and building HR programs.
- A strong communicator who leads with integrity, fairness, and confidentiality.
- Excited about building systems, training programs, and people processes.
- Someone who thrives in a family-owned business where relationships matter.

Success Factors: Candidate must be self-motivated, professional, have a positive attitude and be highly organized. Day to day responsibilities shift and individual must be able to assume responsibilities based on business needs.

Reporting Relationship: Position reports to the Owners

If interested please send resume and cover letter to Human Resources at 731 Route 1, Newcastle, ME 04553 or email to HR@renys.com by January 23, 2026

Renys offers Customer Service bonuses, Employee Discounts, Health Insurance, Dental and Vision Insurance, 401K Plan and more!