

CLIENT OVERVIEW

The client partners with insurance companies, consumers and law enforcement to combat insurance fraud and theft.

POSITION OVERVIEW

To build, manage, and execute HR Generalist functions for the Human Resources department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for recruiting/hiring process including job posting, resume review, phone screens and coaching Department Heads/Regional Directors with hiring decisions. Manage and advise hiring managers on assessments/skills tests.
- Develop recruitment strategy, including proactive recruitment and diversity efforts. Develop relationships with relevant schools and a variety of professional organizations.
- Initiate and coordinate background screenings (consents, references, fingerprinting).
- Develop, coordinate, and facilitate new employee orientation.
- Will build out, formalize, and manage the employee internship program.
- Will build out a rigorous onboarding program to ensure seamless transition into organization and a positive new employee experience.
- Build out and oversee, and manage the ongoing maintenance, communications, and execution for all talent management processes such as performance management, succession planning, employee engagement, and employee learning and development.
- Coach leaders on employee relations issues; maintain compliance with all applicable federal, state, and city laws and regulations. Interpret, and ensure guidance supports company policies and procedures.
- Guide and coach leaders and employees on HR initiatives and processes.
- Recommends and implements new approaches, policies, and procedures for the HR department to maintain efficient and effective services.

REQUIREMENTS

- College degree with 7-10 years of relevant experience in HR Generalist/HR Business Partner and/or Talent Management role(s) required
- Experience with ADP HRIS strongly preferred
- PHR/SPHR preferred

SKILLS

- Strong verbal and written communication skills
- Excellent interpersonal skills in order to interface successfully with all levels of employees, prospective employees, and external partners
- Exemplary organizational skills and attention to detail
- Ability to handle a broad variety of tasks – many with deadlines
- Resourceful and willing to jump in to research/investigate new initiatives and/or existing situations
- Must be able to maintain strict confidentiality