

## **CLIENT OVERVIEW**

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

## **POSITION OVERVIEW**

The Senior HR Business Partner carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Partners with assigned business units to help drive the organization's vision and strategy within the people population
- Counsels managers and supervisors in the interpretation of general or routine HR policies and procedures
- Works as a partner with Group Heads and Executives to address seen an unforeseen opportunities for staff development
- Recommends and produces solutions to achieve desired employee output
- Assists in planning and departmental evaluation process
- Serves as the expert and advisor for employee relations issues to employees and management
- Manages the performance evaluation process
- Administers 360 evaluation process
- Responsible for the recruitment and hiring process for all non exempt/exempt employees within business units
- Conducts in depth behavioral interviews and recommends applicant placement
- Works with the HR Team to review and develop organization policies and procedures
- Prepares specialized reporting on staff-related information as needed
- Represents Human Resources on various committees
- Serves as Human Resources lead on various strategic initiatives
- May manage Human Resources staff
- Assists CHRO and HR Director on special projects/research/presentations
- Other duties as assigned

## **REQUIREMENTS**

- Bachelor Degree or equivalent experience is required.
- Advanced degree or PHR/SPHR certification a plus.
- Seven to ten years human resources exp
- Management exp
- Banking or Financial Services a plus

## **SKILLS**

- MS Office products (Word, Excel, Outlook, Excel, Powerpoint, Access,)
- Workday experience a plus
- Excellent communication (oral, written, and listening) skills required
- Outstanding interpersonal skills with ability to develop relationships across all levels of the organization
- Customer service skills must be exceptional
- High degree of professionalism is needed to perform this role
- Ability to maintain highly confidential and sensitive information
- Strong listening skills
- High degree of diplomacy
- Solid business acumen
- Resourceful, agent of change