

Sr. Human Resource Business Partner – Greenville, Pennsylvania

Purpose of the Job:

Responsible for providing direction and guidance in the areas of employee relations, compensation and benefits, leadership development, training support and other areas as needed. Assists in the implementation of projects through the Human Resources staff. Coordinates Human Resources practices and objectives that will provide a balanced program throughout all divisions. Provides support to all operating units of the organization and serves as the people advocate to, and from, the leadership team.

Key Responsibilities (Essential Job Functions): This self-motivated individual will provide support for, but not limited to, the following areas:

- ✓ Assesses employee relations issues, conducts investigations, and determines appropriate resolution ensuring a proper balance between management and employee advocacy.
- ✓ Key driver of employee relations and retention programs. Provides counsel to foster open working relationships at all levels.
- ✓ Educates, coaches and counsels employees on job performance, employee development and diversity to build work teams who fully contribute to meeting or exceeding business goals.
- ✓ Promotes and participates in the planning and implementation of communication strategies which deliver accurate, consistent and timely information on business issues and employee concerns.
- ✓ Coaches and develops employees and managers at all levels.
- ✓ Researches and introduces human resource best practice concepts to ensure that the organization is utilizing leading edge human resources technology and proactively considering new strategies.
- ✓ Assists the leadership team in defining and transitioning the organization's culture towards improved customer service, cost effectiveness and employee morale.
- ✓ Identifies and implements appropriate employee/leadership training.
- ✓ Ensures HR policies and procedures are maintained and reviewed regularly and enforced throughout the organization.
- ✓ Helps support the Company's annual Performance Review and Compensation cycle
- ✓ Assists with recruitment efforts and talent management activities to attract, retain, and develop employees
- ✓ Other duties as assigned

Experience & Education:

Required:

- ✓ 5+ years of multi-faceted human resources generalist experience.
- ✓ Strong functional/technical skills with focus on employee relations, compensation/benefits, change management.
- ✓ Bachelor's Degree in Human Resources, Business Administration or equivalent combination of education and experience. Proficiency in HR Systems.

Desired:

- ✓ Prior experience with multiple locations is desired. Experience in an engineering and/or manufacturing environment is a plus.
- ✓ Strong systems background and the ability to quickly adapt to systems such as E-1 and Halogen.

Computer Skills:

- ✓ MS Office products to include Word, Excel, PowerPoint, Outlook and Oracle.

Key Competencies:

- ✓ Ideal candidate will possess the desire to be a change leader who can influence and impact bottom-line results
- ✓ Seen as an approachable, trustworthy, and influential advisor at all levels of the organization
- ✓ Proven self-starter with experience managing projects from inception to completion
- ✓ Strong business acumen with a focus/involvement in innovation/change management
- ✓ Excellent communication skills including platform skills
- ✓ Strong analytical skills
- ✓ Must be able to effectively present ideas, concepts and recommendations to all levels of management. Speaks clearly and persuasively in positive or challenging situations.
- ✓ Experience and robust skills working with leaders, providing coaching and feedback, demonstrating courage in taking a stand and the ability to influence as required.
- ✓ Ability to manage transformation and change to create value and deliver results
- ✓ Strong bias for action and a keen sense of urgency with limited guidance
- ✓ Can effectively exercise independent judgment within broadly defined practices/policies
- ✓ Unquestioning ethical standards; operates with a high degree of integrity
- ✓ Travel may be required as needed (approximately 10-20%)