



# Example of Human Resources Business Partner Job Description

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Our innovative and growing company is looking to fill the role of human resources business partner. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for human resources business partner

- Assure compliance of human resources activities with applicable federal, state, and company specifications, laws and requirements including equal employment opportunity and the affirmative action program
- Assist other members of department/team as needed when workload allows
- Act as primary HR Representative for his/her client group
- Maintain knowledge of industry trends and employment legislation and ensures Agency's compliance
- Manage internship requests as needed
- Assist with the facilitation of new hire orientation sessions
- Partner with hiring managers to ensure the successful onboarding of new hires
- Build and sustain relationships with all levels of the client group and serve as a key member of the Site HRBP team
- Collaborate with HR core services to diagnose, develop and deliver solutions to support client groups
- Executive coaching at the VP level

## Qualifications for human resources business partner

- Ability to prepare professional presentation materials with powerpoint
- Capable of presenting ideas and programs problem resolutions to all levels of executives and business owners with confidence

- Self-starter with creative mind and a track record of putting ideas into practice and assessing results
- Experience in entertainment, post-production, e-commerce or media environment preferred