



# Example of Human Resources Business Partner Job Description

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Our growing company is searching for experienced candidates for the position of human resources business partner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for human resources business partner

- Provide leadership and program ownership on select organization-wide programs such as management training, career pathing, performance management, compensation and/or other projects as needed
- Keeps up to date on trends and legal developments, implementing the necessary actions to maintain compliance with federal, state, and local laws relative to employment practices
- Up-level organizational talent through proactive coaching in hiring and performance management
- Uphold organizational culture by addressing employee relations issues quickly and consistently
- Provide advice and direction to managers and employees to resolve HR problems and concerns
- Proactively work with managers to drive continual improvement across HR KPIs in each business area
- Identify opportunities for efficiency and effectiveness in HR and business processes and implement solutions
- Work with the administration team to create processes and ensure that absences are covered to guarantee that a consistent service is delivered
- Act as key interface with local trade union representatives
- Promote the company culture within the business unit with the goal of improving relations with employees and attaining a high level of employee engagement

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- Proficiency with Microsoft Office suite, including intermediate to advanced Excel and PowerPoint functionalities
  - Must possess ability to work independently part of a team, collaborate with diverse personalities and talents and possess enthusiasm for the HR discipline
  - Ability to work in a highly confidential, fast paced, flexible and collaborative environment
  - Minimally Bachelor's degree
  - 2-4 years HR Business Partner experience, experience in a global matrix environment preferred
  - Demonstrated success in creating an environment of trust with clients where integrity is unquestioned