



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. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for human resources business partner

- Effectively partner with Compensation, Benefits, Payroll and Corporate Enterprise HR in order to provide the highest level of service to assigned managers and employees
- File annual EEO-1 report and ensure compliance with federal, state and city regulations on posters for all bank-wide locations
- Serves as the lead HR for HR solutions in the business, responsible for business relevance of services offered
- Directs and guides the implementation of the workforce strategy
- Defines business requirements and collaborates with the Specialty Areas and HR Service Center to implement and monitor HR solutions
- Diagnose need for and broker specialized HR services from the Specialty Areas to deliver high quality solutions to business needs
- Supports the business with advice and counsel to ensure the integration of the HR strategy with the business strategy
- Consults with business leaders to diagnose current and future HR needs and develop a strategy for resolution
- Develops and leverages HR metrics to ensure quality, timely and consistent service delivery
- Ultimately responsible to the business for workforce quality and performance of all services provided

Qualifications for human resources business partner

- Experience providing HR support for sales, marketing and creative functions highly desired
- Extensive experience building and leading large-scale structural and organizational design changes
- Expertise in identifying and driving HR solutions which align to business strategy
- Experience with MS Word, Excel, Access (please bring samples of work to interview)
- Proven skill in the operation and utilization software such as Microsoft Word for Windows, Excel
- Proven understanding of the role and functions of a human resource office within a corporate operations structure