



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. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for human resources business partner

- Consistent application of Human Resources and Employee Health and Safety policies and processes (i.e., employment, employee relations, benefits, development/training, safety)
- Increase speed of new hire performance and ramp by building & facilitating comprehensive onboarding programs for new hires
- Develop and implement communication and engagement strategies
- Leverage your passion for driving business results through highly effective teams
- Ambition to drive clarity in a fluid environment
- Rely on your coaching skills to help our leaders continuously improve
- Assist business unit leaders in providing employees with development opportunities that align with current and future performance standards
- Provide expert advice and coaching to leaders and employees when appropriate
- Take appropriate steps to make sure all new hires are welcomed properly to the organization and have a firm understanding of their new hire responsibilities
- Conduct recruitment efforts for assigned business units to fill entry level, professional, technical and management positions, which include sourcing candidates, interviewing to determine suitability for position, providing feedback to managers and candidates as to fit for position, extending offer

Qualifications for human resources business partner

- Previous experience of working in a highly unionised environment
- Broad HR generalist experience in employee relations and recruitment
- Good understanding of current health & safety legislation
- Must be flexible, possess strong communications skills (both oral & written) and have the ability to deal with and influence at all levels
- Ability to manage own workload and deliver to conflicting deadlines in a demanding and pressured environment
- Drive, initiative and self-motivation with the ability to work both as an individual and as an effective team member