**On-Site Roles**

1. **Human Resources Coordinator**  
   Chick-fil-A (South Plainfield, NJ)  
   [Apply Here](#)

2. **Human Resources Manager**  
   Vaco (Branchburg, NJ)  
   [Apply Here](#)

3. **HR Assistant**  
   Real Fruit Bubble Tea (New Jersey)  
   [Apply Here](#)

4. **Human Resources Manager**  
   Brandywine Living (Princeton, NJ)  
   [Apply Here](#)

5. **Field Human Resources Manager**  
   Panda Express (Baltimore, Washington, DC)  
   [Apply Here](#)

6. **Complex Director of Human Resources**  
   IHG (New York, NY)  
   [Apply Here](#)

7. **Workday Certified HCM/Comp Lead - Education & Government**  
   Accenture (Multiple Locations)  
   [Apply Here](#)

**Hybrid Roles**

1. **HR Business Partner**  
   TP ICAP (Jersey City, NJ)  
   [Apply Here](#)

2. **Human Resources Program Manager**  
   Acrisure (Multiple Locations)  
   [Apply Here](#)
Remote Roles

1. Senior HR Technology Implementation Professional  
   Humana (Louisville, KY)  
   [Apply Here]

On-Site Roles

1. Human Resources Coordinator  
   Chick-fil-A  

Human Resources Coordinator  

Chick-fil-A South Plainfield  
4801 Stelton Rd. South Plainfield, NJ 07080  

Full-time  

Salary Options: $19.00 - 21.00/hr. +  

We Offer:  

- Health Insurance  
- Employee meal stipend  
- Personal Development Plan  
- Flexible Scheduling  
- College Scholarships up to $2,500 per year (up to 4 years)  
- Work for Independent Operator whose invested in your success  
- Sunday's Off  
- Leadership Development:  
- Gain additional experience in talent, operations, marketing  
- Corporate training  
- Certifications (such as Food Manager, Certified Trainer, etc).  
- Training at grand openings and other restaurants around the country  
- Conferences/Workshops  
- Books/Videos/Blended learning  
- Customized individual development plan based on your goals  
- Performance management and reviews
Mock interviews and interview coaching
One on one coaching from Directors and Owner/Operator

Job Description:

At Chick-fil-A, the Human Resources Coordinator role is more than just a job, it's an opportunity. The Human Resources Coordinator will work with the Director of People & Training. The Human Resources Coordinator will lead the restaurants end to end staffing and hiring strategy with an emphasis on staffing for our restaurant. The Human Resources Coordinator will be responsible for creating and posting job openings on various jobsites and social media platforms. The HR Coordinator will also visit local High Schools, Colleges, Community events and other networking forums to recruit top talent based on the restaurant's needs. The Human Resources Coordinator will also be responsible for attracting, assembling, and sorting through candidates, scheduling interviews and managing the overall interview process.

Responsibilities Include:

- Implementing the organization’s end to end recruiting and hiring strategy
- Interviewing high caliber applicants
- Administering pre-employment tests
- Using CFA's proprietary Pathway training platform to train Team Members
- Training new employees in BOH and FOH operations
- Onboarding new Team Members
- Ordering uniforms (Oobe/Team Style, Signet, Shoes for Crews)
- Collecting and processing paperwork for all new hires
- Processing, promotions, and terminations
- Conducting ongoing training sessions
- Administering on-the-job training programs
- Evaluating the effectiveness of training programs
- Maintaining records of employee participation in all training and development programs
- Tracks status of all training in the store
- Tests the knowledge and skill of Team Members
- Stays up-to-date on products/procedural knowledge
- Reviews RQA/CEM/ROE to evaluate training and identify opportunities for growth
- Developing and administering health and safety programs
- Conducting safety inspections
- Maintaining accident records

Desired Qualifications:
Experience in HR and Training for a retail organization
- Workforce Planning experience
- 2 Year Higher Education Degree or Equivalent
- 2 Years in Restaurant Leadership Role or Equivalent
- Strong time management skills
- Self-directed and highly organized

Core Characteristics:

- Servant Leadership
- Creates opportunity for others to achieve success
- Works to meet and exceed performance expectations
- Strong communication/verbal skills
- Situational awareness to organize and reallocate priorities as needed
- Strong attention to detail within the restaurant
- Actively works to develop Management team, and ensure leadership is growing future leaders
- Entrepreneurial mindset to constantly improve and achieve
- Clearly communicates vision to the team so it is both heard and comprehended
- Communicates with positivity, clarity and empowers team members
- * The person applying for this position must have excellent communication skills. Previous management experience is a must. You must be a minimum age of 21+ years old for this job.

Job Type: Full-time

Pay: $19.00 - $21.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Flexible schedule
- Health insurance
- Tuition reimbursement
- Schedule:
  - 8 hour shift
- Weekend availability

Supplemental pay types:

- Bonus pay
● Signing bonus

Education:

● High school or equivalent (Preferred)

Experience:

● Leadership: 1 year (Preferred)

Work Location:

● One location

Work Remotely:

No

Work Location: In person

2. Human Resources Manager

Vaco

Human Resources Manager - Manville, NJ

Salary: $125,000-$130,000/year

Vaco Manufacturing Client is currently seeking a skilled Human Resources Manager to join their team on a direct hire basis. In this role, you will ensure efficient operations by supervising the Human Resources Team and promote a supportive work environment to foster positive employee relations. The position is located on-site near Manville, NJ, and offers a highly competitive salary.

Responsibilities:

● Ensure efficient operations by supervising the Human Resources Team.
● Promote a supportive work environment to foster positive employee relations.
● Manage the processing of payroll for both salaried and hourly employees.
● Oversee the completion of new hire paperwork, ensuring compliance with company policies.
● Prepare comprehensive summary reports to facilitate decision-making processes.
● Ensure compliance with immigration (I-9) requirements.
● Maintain accurate and up-to-date records in all personnel systems.
● Provide effective training and development opportunities for all employees.
● Manage the annual benefits open enrollment process.

Required Skills/Education:

● Bachelor's degree in HR or a related field.
● 5-8 years of experience in a human resources role.
● Experience with HRIS systems, with a preference for candidates with ADP experience.
● Strong foundational knowledge in payroll management.
● Excellent oral and written communication skills.
● Ability to travel to other locations as needed (approximately 25% travel).

Don't miss out - apply today!

3. HR Assistant

Real Fruit Bubble Tea

Are you passionate about bubble tea businesses?

Are you passionate about bubble tea businesses?

Are you someone who always thrives to grow and accomplish more?

If yes, join us today!

If not now, when?

If not me, who?

Founded in Toronto, Real Fruit Bubble Tea has been committed to making fresh fruit drinks healthy and accessible for anyone to enjoy since 2002. We have 103 locations across Canada and USA. As a rapidly expanding business, we want you to join our team and grow with us! There is huge potential for growth, and we welcome anyone who is up to a challenging yet rewarding journey!

Position Description
Reporting directly to the Human Resources Manager and above, the Human Resources Assistant Manager will support the initiatives and tasks delegated by the HR Manager and execute the right steps to realize the strategic HR vision the company. They will also oversee a team of HR personnel to help handle any HR-related inquiries and tasks in the company, such as employment letter requests, hiring strategy, HR policy implementation.

Duties and Responsibilities

- Execute and implement corporate plans for a variety of HR matters such as compensation, benefits, health and safety, etc.
- Support the performance evaluation, staffing, training and development, and succession planning processes.
- Maintain management guidelines by preparing, updating, and recommending HR policies and procedures aligned with company’s overall business strategy.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.
- Serve as the point of contact for employment relations and communicate with senior management.
- Supervise the work of HR personnel and provide guidance.
- Ensure legal compliance by monitoring and implementing applicable HR federal and state requirements; conducting investigations; maintaining records; dealing with grievances, violations and invoking disciplinary action when required.
- Anticipate and resolve litigation risks.
- Report to senior management by collecting and analyzing HR metric data.
- Nurture a positive working environment.
- Perform work in store as required.

Ideal Candidate Competencies

- Attitude: proven entrepreneur spirit of working "on-floor" spontaneously, as to motivate and propel the frontline personnel in person and to serve as the role model for co-workers.
- Results-Oriented: demonstrates the ability to consistently perform optimal business results by meeting deadlines and achieving predetermined goals.
- Communication: effectively conveys necessary information and ideas in concise and meaningful exchanges through verbal and written communications.
- Teamwork/Collaboration: effectively develops healthy relationships with co-workers and encourages idea-sharing that assists to accomplish goals.
- Initiative: proactively seeking opportunities to work outside of job scope to assist various business departments and demonstrates the ability to always go beyond what is required to achieve goals.
- Personal Adaptability: demonstrates the ability to welcome and embrace changes and effectively adjusts to newly altered environment within the business.
Expectation of Successful Candidate

Accepting Fresh Graduates

- BSc/BA in Human Resources Management, Business Administration, or relevant field
- 3+ years experience in an HR position in a chain business is an asset
- 2+ years experience in an HR leadership position in a chain business
- Strong understanding of the recruitment and selection, compensation and benefit, training and performance evaluation, health and safety, labour relations, and other HR functions
- Excellent knowledge of employment legislation and regulations
- Thorough knowledge of HR management principles and best practices
- Knowledgeable in business strategies with a strong focus on human capital
- Competency in building and effectively managing interpersonal relationships at all levels of the company
- Knowledge of data analysis and reporting
- Excellent organizational and leadership skills
- Outstanding communication, interpersonal and presentation skills
- CHRP/CHRL certification is an asset

Job Type: Full-time

Salary: $18.00 - $22.00 per hour

Schedule:

- Holidays
- Monday to Friday
- Weekend availability

Supplemental pay types:

- Bonus pay

License/Certification:

- Driver's License (Required)
- Work Location: In person

4. Human Resources Manager

Brandywine Living

Do you want to be part of aTEAM that changes lives?
“What I like best about my job is the relationships that I've built with the residents and team members. I love the energy we all create together, and they are comfortable with me. I love how they greet me when I walk in the door, and they see me!”-Brandywine Living Human Resources Team Member

Do you have great communication and organizational skills?
Do you have customer service experience?
Do you want what you do to be important and recognized?
If you answered yes to all of these questions, then Brandywine Living is the place for you! At Brandywine, we create a fun, safe and caring environment where our residents enjoy their lives in beautiful surroundings with new friends.

Want to join us...let’s talk.

Please drop by, complete an application, and be interviewed immediately, or simply apply online.

WE CARE ABOUT YOU

We care about your health—

Medical, Dental, Vision, & Prescription Plans for eligible employees
We care about your future—

401(k), short-term disability, long-term disability, life insurance, tuition reimbursement, and commuter benefits for eligible employees
We care about you having time off with your family—

Dependable and flexible work schedules
Holiday Pay for eligible employees
QUALIFICATIONS:

High School Diploma or GED
Strong computer skills preferred
A degree in recruitment, human resources, marketing or a related field preferred
Compassionate, patient and good communication skills
Be vaccinated for Covid-19 and the flu (during flu season)
Job Type: Full-time

Pay: $60,000.00 - $65,000.00 per year
Benefits:

401(k)
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Referral program
- Retirement plan
- Tuition reimbursement
- Vision insurance

Ability to commute/relocate:

Princeton, NJ 08540: Reliably commute or planning to relocate before starting work (Required)

Education:

High school or equivalent (Required)

Work Location: In person

5. Field Human Resources Manager
   Panda Express

At Panda, we all share a common mission: "Deliver exceptional Asian dining experiences by building an organization where people are inspired to better their lives." We invest in our people because great people run great operations that will exceed our guests' expectations. Talk to any of our associates and you will experience a culture dedicated to its mission and our five fundamental values - Proactive, Respect/Win-Win, Growth, Great Operations, and Giving.

Panda Restaurant Group includes the original Panda Inn fine dining restaurants, Panda Express, our Gourmet Chinese food concept served in a fast casual environment, and Hibachi San, our Japanese grill concept. The family owned and operated company is still run by founders Andrew and Peggy Cherng.
Panda offers competitive benefits and rewarding opportunities, from entry-level positions to management. We have restaurant positions available nationwide and support center positions in Rosemead, CA. Come join the nation's largest and fastest growing Asian restaurant company.

Job Summary:

The Field Human Resources team is seeking a new member to support the surrounding areas of Baltimore/Washington D.C.

The Field Human Resources team member will partner with our Regional Director and Area Coaches to lead and support recruiting and staffing initiatives, employee relations, and leadership development in the region. This position will require 50% traveling, with some overnight traveling (about 2%) to nearby states. Must be available for an 8 week continuous store operations training program in a Panda restaurant and further training to be done in the corporate office in Rosemead, CA. Currently this position will be responsible for about 100+ stores.

Restaurant, Food Service, Retail or Manufacturing experience highly desirable.

Job Description:

- Develops and executes regional staffing plan to ensure both internal and external pipeline of management candidates to meet the demands of projected growth
- Analyzes local labor market and identifies special market dynamics to develop sourcing and hiring tactics, ensures all hiring decision makers abide to the Company hiring objectives
- Coaches and advises the leadership team on performance management issues such as hiring, associate performance, career and personal development, resolving associate concerns, and termination
- Investigates associate complaints and disputes
- Solves routine problems in HR; takes initiative to modify procedures and processes as appropriate
- Partners in the facilitation of People Planning to evaluate internal candidates and identify high potential associates
- Conducts field visits, interviews, and exit interviews to understand opportunities for improved retention
- Conducts/facilitates local training and development sessions as needed
- Follows up consistently with new hires to ensure adequate and proper training.
- Is a road warrior
- Bachelor's degree is a must
06.12.2023 LISTSERV

- 3 to 5 years of HR experience including strong recruiting and employee relations, preferably in a retail/restaurant environment
- Demonstrates solid understanding of employment laws
- Professional presence; polished communication skills and proven ability to effectively deal with senior level management
- Self-motivated and self-disciplined. Able to work independently with minimal supervision
- Excellent listening and assessment skills
- Confidence and ability to influence others, facilitate processes, and coach/advise managers
- Bilingual in Spanish preferred (but not required.)

Panda Restaurant Group’s culture is strongly guided by our Mission and Values, highlighted on the Panda websites. We recommend all interested candidates become familiar with our Mission and Values, as well as the principals of The Seven Habits of Highly Effective People, by Stephen Covey.

Panda Restaurant Group, Inc is an Equal Opportunity Employer.

#LI-Remote
Pay Range M2: $102,000 - $143,500 / Annual
* Within the range, individual pay is determined using various factors, including work location and experience.

6. **Complex Director of Human Resources**
   IHG

Role Purpose

As Complex HR Director, you’ll drive HR and initiatives such as hiring, benefits, employee relations and training programmes, to ensure compliance for hotel team members. You’ll also promote a positive team culture whilst ensuring colleagues deliver a guest experience that is unique and brings the brand to life. You’ll also coach the General Manager and leadership team on all people-related issues.

Key Accountabilities
People

- Create programmes to foster a positive work environment for all employees. Support and administer an annual team member satisfaction survey.
- Educate and train managers on HR disciplines to foster productivity and enhance performance.
- Welcome and conduct new team member orientation.
- Oversee maintenance of accurate and up-to-date personnel files and records for all employees.
- Ensure hiring standards and applicable laws and regulations are followed.
- Build great relations with outside contacts.

Financial

- Help create and work within the HR budget.
- Monitor staffing and labour standards to manage costs.
- Mitigate financial risks associated with employee relations issues.
- Identify and analyse local compensation and benefits practices to ensure financial competitiveness.

Guest Experience

- Develop creative ways to inspire and motivate team members to provide guests with a unique experience.
- Make time to interact with guests to hear feedback and build relationships to understand how team members can increase guest satisfaction.
- Work with department managers to develop initiatives to reach service standards and drive continuous improvement in the guest experience.

Responsible Business

- Develop awareness and reputation of the hotel and the brand in the local community and promote team member involvement in local community.
- Ensure compliance with relevant employment laws and hotel or company policies and procedures.
- Research and investigate all workplace issues to discover facts, identify potential risks to the hotel or company, and facilitate resolution through your employee relations programmes.
- Collect and maintain data from exit interviews, turnover statistics, absenteeism reports to identify trends, training needs, and supervisory issues.
7. **Workday Certified HCM/Comp Lead - Education & Government**

   Accenture

   **Who We Are**
   We are Accenture, a global professional services company, searching for a Workday HCM/Comp Lead.
   This individual will be part of a team of advisory professionals focused on cloud-based data-reporting operations that integrate and optimize the essential corporate functions of finance, analytics, planning and HR.
   For many of our clients, successfully getting their data operations into cloud environments is a major focus. The enterprise data-reporting software of Workday is a critical component of many of the cloud solutions we design, which is why Accenture has assembled a team of more than 2,000 Workday-certified professionals.

   **What’s in it for You**
   Help HR and Finance leaders define and execute their strategy and give them the adaptability they need in a fast-changing world.
To help you take your skillset beyond Workday technology, our Transformation Powered by Workday Training will help you take your consulting to a whole new level. Take your Workday skills and career to the next level, mastering complex projects while expanding your leadership and advisory skills with a market-leading team. As a Workday HCM/Comp Lead, your primary responsibilities may include:

- Lead or support the HCM/Comp workstream on a Workday implementation project.
- Support the creation of work plans for large complex global engagements, owning risk, budget, resources, client relationship, etc.
- Researching and resolving day to day Workday HCM/Comp issues
- Work with client to support the new requirements for HCM/Comp in Workday
- Creating and Updating Workday configurations based on requirement changes
- Provide support for regular and special HCM/Comp processes in Workday
- Provide support for HCM/Comp activities like posting, bank transfer and pay checks in Workday
- Provide support for Legal and regulatory reports in Workday
- Provide support for year-end reporting and other year-end activities in Workday
- Manage small on and off-shore functional teams
- Identify strategies, risks, and options, recommend approaches and mitigations to meet client/functional requirements
- Architect Workday HCM/Comp solutions to ensure that all work streams are cohesive and cross functional impacts are considered and mitigated
- Advise clients on industry standards and leading practices.
- Demonstrate design options through the use of prototyping.
- Understand and apply Workday and Accenture methodologies.
- Provide the Project Manager with status updates and keep them apprised of overall project status.
- Demonstrate strong client and stakeholder management to achieve project objectives
- Support innovation through the creation of new industry leading methods and assets

SHOW MORE

**Qualifications**

Here's what you need:

- Existing and up to date Workday Partner Certification
- Minimum of 3 years of consulting experience, most recently in a Sr. Consultant, or similar level role
Minimum of 3 years of HCM Implementations
Ability to travel up to 80% required by business.
Bachelor's degree or equivalent (minimum 12 years work experience). If Associate's Degree must have equivalent minimum 6 year work experience.

Bonus points if you have:
Minimum of 3 years of Compensation Implementations
Demonstrate knowledge of the HR function & processes
Experience in Education & Government implementations

Compensation at Accenture varies depending on a wide array of factors, which may include but are not limited to the specific office location, role, skill set, and level of experience. As required by local law, Accenture provides a reasonable range of compensation for roles that may be hired in Albany County, NY, California, Colorado, New York City or Washington as set forth below.

Information on benefits is here.

<table>
<thead>
<tr>
<th>Role Location</th>
<th>Annual Salary Range</th>
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<tbody>
<tr>
<td>California</td>
<td>$73,000 to $192,600</td>
</tr>
<tr>
<td>Colorado</td>
<td>$73,000 to $166,400</td>
</tr>
<tr>
<td>New York - Albany</td>
<td>$67,600 to $154,100</td>
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<td>$84,500 to $192,600</td>
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<td>Washington</td>
<td>$77,700 to $177,200</td>
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</tbody>
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Total Rewards
With Accenture's Total Rewards, you are empowered to be your best—for the business, for your family, and for yourself.

What We Believe

We have an unwavering commitment to diversity with the aim that every one of our people has a full sense of belonging within our organization. As a business imperative, every person at Accenture has the responsibility to create and sustain an inclusive environment.

Inclusion and diversity are fundamental to our culture and core values. Our rich diversity makes us more innovative and more creative, which helps us better serve our clients and our communities. Read more here

Equal Employment Opportunity Statement

Accenture is an Equal Opportunity Employer. We believe that no one should be
discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion or sexual orientation.

All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.

Accenture is committed to providing veteran employment opportunities to our service men and women.


Requesting An Accommodation

Accenture is committed to providing equal employment opportunities for persons with disabilities or religious observances, including reasonable accommodation when needed. If you are hired by Accenture and require accommodation to perform the essential functions of your role, you will be asked to participate in our reasonable accommodation process. Accommodations made to facilitate the recruiting process are not a guarantee of future or continued accommodations once hired.

If you would like to be considered for employment opportunities with Accenture and have accommodation needs for a disability or religious observance, please call us toll free at 1 (877) 889-9009, send us an email or speak with your recruiter.

Other Employment Statements

Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States.

Candidates who are currently employed by a client of Accenture or an affiliated Accenture business may not be eligible for consideration.

Job candidates will not be obligated to disclose sealed or expunged records of conviction or arrest as part of the hiring process.

The Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Additionally, employees who have access to the compensation information of other employees or applicants as a part of their
essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the Company's legal duty to furnish information.

Locations

AZ - Phoenix, CA - Los Angeles, CA - Sacramento, CA - San Diego, CA - San Francisco, CA - San Jose, CO - Denver, CT - Hartford, FL - Miami, FL - St. Petersburg, GA - Atlanta, IL - Chicago, IN - Carmel, KS - Overland Park, MA - Boston, MI - Detroit, MN - Minneapolis, MO - St. Louis, NC - Charlotte, NJ - Florham Park, NY - New York, OH - Cincinnati, OH - Cleveland, OH - Columbus, OR - Portland, PA - Philadelphia, PA - Pittsburgh, TX - Austin, TX - Houston, TX - Irving, VA - Arlington, WA - Seattle, WI - Milwaukee

Hybrid Roles

1. HR Business Partner
   TP ICAP

   Group Overview:

   The TP ICAP Group is a world leading provider of market infrastructure.

   Our purpose is to provide clients with access to global financial and commodities markets, improving price discovery, liquidity, and distribution of data, through responsible and innovative solutions.

   Through our people and technology, we connect clients to superior liquidity and data solutions.

   The Group is home to a stable of premium brands. Collectively, TP ICAP is the largest interdealer broker in the world by revenue, the number one Energy & Commodities broker in the world, the world’s leading provider of OTC data, and an award winning all-to-all trading platform.

   The Group operates from more than 60 offices in 27 countries. We are 5,300 people strong. We work as one to achieve our vision of being the world’s most trusted, innovative, liquidity and data solutions specialist.

   Job duties:
The HR Business Partner works at both a strategic and operational level with multiple client groups in the capacity of trusted advisor. The role will support and advise commercial management on aligning the people strategy with business goals/objectives. Provides advice on all HR related queries in the employment relationship and drives the implementation and delivery of key HR initiatives. This role will be split between our Jersey City and Manhattan office.

Business Partnering

- Support with the implementation and delivery of HR initiatives, per the HR Strategic plan
- Support the translation of business requirements into effective HR practices, delivering people solutions aligned to business objectives
- Support client groups on organisational design, departmental restructures and change management activities
- Participate in the roll out of culture and conduct for client groups and ongoing reinforcement of initiative
- Collaborate with global counterparts to provide seamless support
- Talent
- 
- Ensure all training initiatives are appropriately communicated to client group with their active participation
- Support planning for succession and identify values, behaviours and skills for future leaders

Employee Relations

- Provide clear advice on all aspects of employment law issues dealing with involuntary terminations.
- Support performance management issues and dispute resolutions
- Active delivery of job descriptions, objectives and semi-annual review in line with regulatory requirements

HR Analytics

- Seek to improve the data quality and use across client groups, using data to support key HR initiatives
- Assist in providing HR analytics in line with business requirements
- Manage ad-hoc requests for HR data and MI requirements
- Proficiency in MS Office applications including Excel and Word.
Reward

- Work with Rewards and Legal on requirements for new employees and obtain approvals for onward submission
- Resourcing
- Support the background checking process for new hires
- Provide a seamless onboarding experience for new joiners

General

- Play an active role within the team environment, share knowledge and offer guidance/support to HR colleagues
- Proactively and collaboratively partner with HR Operations to ensure an optimal employee experience
- Maintain knowledge of legislative changes impacting employees in regional jurisdictions
- Perform other duties as assigned by HR senior management

Qualifications:

- Exceptionally strong communicator, able to adapt style to suit audience and extract key messages to deliver high-impact communications
- Strong critical thinking skills to resolve and address business issues, HR needs, employee engagement and assess processes
- Experience working in a high pressure, busy and fast-changing environment
- Comfortable executing with tight deadlines and maintaining composure
- Strong relationship and stakeholder management skills
- Able to quickly establish rapport, credibility, trust and respect
- Enjoys operating as a team player and works well with HR COEs to successfully deliver on HR initiatives

Company Statement:

The TP ICAP Group is committed to promoting Equality and Diversity and encouraging a culture that actively values difference. It is recognised that employees from different backgrounds and experiences can bring valuable insights to the work environment and enhance the way we work. TP ICAP aims to create a positive, cohesive and inclusive culture, where diversity is valued, respected and built upon. The objective is to recruit and retain a diverse workforce that reflects the global markets in which we work.

TP ICAP is also committed to ensuring that the backgrounds, beliefs and cultures of all its employees are respected and to ensuring that the working environment is free from
discrimination, harassment, bullying or any other conduct which causes an employee’s suffering. The Group also is committed to encouraging diversity amongst its current workforce and candidates.

$110,000-$130,000

#LI-Hybrid

2. **Human Resources Program Manager**

   Acrisure

   **About Acrisure**

   Acrisure is a fast-growing fintech leader that operates a global insurance broker. The Company has grown from $38 million to $4 billion in revenue since 2013 and deploys the best of Human and High Tech at scale to reimagine financial service product distribution. Acrisure employs over 14,000 employees across thirteen countries.

   Led by Co-Founder, Chairman and CEO Greg Williams, Acrisure provides a broad array of insurance and financial related solutions, including commercial property and casualty, personal lines and employee benefits insurance, real estate services, cyber services and asset and wealth management. Acrisure’s massively valuable, high margin distribution network combines the strength of trusted advisors with growth and efficiency enabled by High Tech.

   **Job Summary:**

   The Human Resources (HR) Program Manager provides support by effectively leading their projects and programs with internal partners and stakeholders by building strong stakeholder relationships through trust. Developing and implementing HR programs and initiatives support the company’s strategic objectives, and facilitate change management. This role will work closely with HR and the Acrisure leadership team to understand our business goals and develop HR strategies and metrics that align with those goals.

   **Responsibilities:**

   - Develop and implement HR programs and initiatives that support the company’s strategic objectives, including Transformation initiatives
- Work with the leadership team to understand the company's business goals. Develop HR strategies that align with those goals; build or organize the build of core processes, workflows and policies that support our business and compliance mandates
- Develop and implement programs, policies, and procedures that ensure compliance with federal, state, and local employment laws
- Manage the assignment and allocation of program resources associated with the Transformation and Integration efforts
- Align to manage the programs associated with onboarding partner company employees to the company's compensation and benefits programs, including salary administration, bonus programs, and employee benefits
- Develop and maintain HR program metrics and analytics to monitor and improve HR programs and initiatives
- Ensure that HR program data is updated and accurate in the program management systems and that project activities and processes are streamlined and efficient
- Guide multiple geographies, Platforms and leaders to an optimal HR operating model with exceptional change management application to support the organization
- Develop, evaluate, manage and report on program health assessment for a portfolio of programs while ensuring stakeholder requirements are met resulting in the expected business value and impact
- Partner closely with the Transformation Office program management, solutions architecture, and engagement teams to help drive transformation initiatives
- Analyze, evaluate, and overcome program risks and issues. Communicate risks and/or issues to managers and stakeholders in a timely manner with mitigation options
- Partner with other corporate functions to ensure a positive experience on the receiving end of Transformation Initiatives

Requirements:

- Bachelor's degree in Human Resources or a related field and 5+ years of experience in HR program management, preferably in a fast-paced environment
- Experience managing multiple complex HR portfolios, programs, projects, and processes simultaneously
- Strong knowledge of federal, state, and local employment laws and regulations
- Excellent communication and interpersonal skills with the ability to work independently and as part of a team
- Ability to manage multiple priorities and deadlines
Remote Roles

1. Senior HR Technology Implementation Professional
   Humana

Description

The Senior Technology Implementation Professional is a core part of the team delivering new technological solutions to meet business needs by helping to develop requirements and manage testing. They will work in a complex environment, helping to support the work of internal technology teams and external partners on some of HRs most challenging technology implementations. This role brings structure and clarity to the requirements and testing stages of the project.

Responsibilities

The Senior Technology Implementation Professional gathers and documents business system and functional requirements, influences system design to optimize support and ensures solutions meet the business objectives and requirements. Working as a member of the HR Technology Team, this individual will help elicit clear and succinct
requirements to define the work of internal technology teams and external partners. Leveraging technology and project knowledge, they will identify and anticipate potential future complications and bring in the proper resources to help ensure the success of the work. Additionally, this individual will orchestrate and coordinate testing while they help build both positive and negative test cases. This individual is expected to work autonomously as part of a project team, making recommendations and decisions on complex issues in sometimes ambiguous circumstances.

Required Qualifications

- Bachelor's Degree or equivalent experience
- 3+ years of technical experience
- Knowledge of Systems Development Life Cycle, Waterfall, and Agile Development Methodologies
- Experience with requirement gathering and test management strategies
- Experience problem solving and consultation within complex environments
- Facilitating cross-functional teams' efforts
- Must be willing to work Eastern Time Zone hours

Preferred Qualifications

- Familiarity with HR technology such as Workday and ServiceNow HRSD

This is a remote position

#LI-Remote

Scheduled Weekly Hours

40