1. **HRIS Analyst (Hybrid/On-Site)**  
   Sean Ryan Associates (Bedminster, NJ)  
   [Apply Here](#)

2. **Executive Assistant, Human Resources (On-Site)**  
   Robert Wood Johnson Foundation (Princeton, NJ)  
   [Apply Here](#)

3. **HR Business Partner (Hybrid/On-Site)**  
   EnformHR (Tinton Falls, NJ)  
   [Apply Here](#)

4. **Regional TM (Employee) Relations Specialist (On-Site)**  
   Hackensack Meridian Health (Edison, NJ)  
   [Apply Here](#)

5. **Human Resources Generalist (On-Site)**  
   Abel HR, Inc. (East Windsor, NJ)  
   [Apply Here](#)

6. **Assistant Employee Relations Manager (On-Site)**  
   Orlin & Cohen Medical Specialist Group (Staten Island, NY)  
   [Apply Here](#)

7. **Coadjutant HRM Recruitment (On-Site)**  
   Rutgers University (New Brunswick, NJ)  
   [Apply Here](#)

8. **Sr. HR Business Partner (On-Site)**  
   Legend Biotech US (Somerset, NJ)  
   [Apply Here](#)

9. **Analyst, HRIT (Remote)**  
   GXO (New Jersey)  
   [Apply Here](#)

10. **Human Resources Expert (On-Site)**  
    Target (Monmouth Junction, NJ)  
    [Apply Here](#)
1. HRIS Analyst (Hybrid/On-Site)
   Sean Ryan Associates

You're expected to be in the office once or maybe twice a week.

Responsibilities:

- Create, maintain, and manage HRIS related business processes, application configuration, efficiency, enhancements, and system interfaces with other internal and third-party systems/solutions for a number of HR centric applications.

- Maintenance, upgrades, audits, password resets, and other technical support related inquiries.

- Develop and maintain processes that ensure accuracy, consistency, and integrity of HR processes & data.

- Gather, coordinate, and create data collection methods and process flows to ensure accurate, complete, and timely submission of all required internal and external reports.

- Write, maintain, and support a variety of reports or queries utilizing appropriate reporting tools.

- Develop standard reports for any ongoing needs.

- Create reports and documents on HR related data for presentation to executive management level derived from systems ensuring HR systems are optimized to provide this data on-demand.

- Monitor, test, and responsible for data loads into the HRIS systems when needed.

- Help maintain data integrity in systems by running queries and analyzing data.

- Handle compliance reporting for EEO-1, Board Reporting, Turnover, Annual 401K audit, Workers Compensation Audit, as well as DOL audits, etc.

- Provide subject matter expertise to human resources, regarding human resources systems, applications and data process flows.

- Determine data collection gaps and recommend tracking efficiencies.

- Assist in development of all procedures and polices related to Human Resources technology systems.
· Lead technical projects of varying scales as assigned, to ensure projects are on-time and fully deliver expected value to the business.

· Integration and development support for applications across the enterprise which integrates into existing HRIS infrastructure and new HR Technology.

· Review, test and ensure successful adoption of product releases.

· Other duties as assigned.

Requirements:

· 2 to 3 plus years of experience in using a Human Resource Information System, preference in UKG Pro and UKG Ready applications.

INDSR

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Compensation package:

- Yearly pay

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: Hybrid remote in Bedminster, NJ 07921
2. Executive Assistant, Human Resources (On-Site)
   Robert Wood Johnson Foundation

The Robert Wood Johnson Foundation (RWJF; the Foundation), located in Princeton, N.J., is the largest philanthropy in America dedicated solely to health. Since 1972, we have focused on developing and promoting innovations in health and healthcare to improve the lives of millions. In partnership with others, we are working toward a nation that is rooted in equity, compassion, and respect; a nation that provides everyone in America a fair and just opportunity to thrive, no matter who they are, where they live, or how much money they have. This requires addressing many harmful obstacles to wellbeing, including poverty, powerlessness, and discrimination.

We take seriously our responsibilities, and we pledge to work in ways that reflect our Guiding Principles. These are rooted in equity and influence everything we do at RWJF. Equity, diversity, inclusion, and collaboration allow our staff’s wide range of experiences, passions, and perspectives to enrich our work and strengthen our ability to address our nation’s most pressing health issues. Our efforts to build a Culture of Health and achieve health equity require us to dismantle structural racism and other barriers to health. Part of this work includes actively shaping a multicultural, inclusive, antiracist organization where all staff thrive as we build and use our capabilities, voice, and power to advance health equity. The Foundation offers a collaborative, collegial, and creative work environment. With a career at the Robert Wood Johnson Foundation, you will make a difference.

About This Opportunity

Reporting to the vice president, chief Human Resources officer (CHRO), the executive assistant provides high-quality, confidential operational and administrative support to Human Resources (HR) leadership. The executive assistant will take the initiative to manage day-to-day activities in support of a service-oriented team. Core deliverables are:

Serve as principal contact and liaison on day-to-day operational, logistical, and administrative issues—requires a high level of professionalism, confidentiality, and responsiveness.
Maintain a close and highly responsive partnership with the CHRO, and trusted collaborative relationships with HR colleagues and RWJF staff at all levels—requires strong relational skills, self-awareness, and reliability.
Maintains a forecasted view of the CHRO’s schedule, projects, and tasks, ensuring everything is set up, reviewed, and completed on time.
Work cooperatively with other administrative support staff to provide appropriate coverage, support, and coordination of schedules for HR leadership and other senior management—requires organization, adaptability, and diplomacy.
Prioritize and facilitate the timely resolution of multiple critical issues and pending requests, which requires an independent thinker with sound judgment who can work autonomously and manage multiple tasks simultaneously in a dynamic environment.

**Essential Job Responsibilities**

**Project Management**

Provide primary support and partnership to HR leadership in managing a body of work, ensuring tasks, projects, and requests are managed efficiently. At times, act in place of CHRO for meetings or tasks, ensuring they are attended and completed with the highest level of professionalism. Handle some matters directly on behalf of CHRO, or forward appropriate materials as needed to HR team members. Follow up with appropriate HR team individuals to ensure projects, tasks, requests, and correspondence are responded to in a timely manner; establish tracking/feedback system to ensure issues are recorded, addressed, and resolved. Handle confidential matters for the CHRO as requested, including direct and frequent interactions with senior management and complex logistics for projects and organizational initiatives. Support CHRO in identifying, researching, and testing technology and organization solutions to streamline management of day-to-day operations. Coordinate for CHRO, HR department meetings; help craft agendas and activities.

**Administrative**

Serve as principal administrative contact and liaison in representing CHRO to colleagues and the public. Handle wide-range information dissemination. Manage complex calendars and schedules of HR leadership to make certain that identified priorities are addressed in a timely manner, helping to ensure that the use of time is focused on critical, strategic issues. Ensure CHRO is appropriately prepared for and supported in meetings, on calls, or for travel. Prepare and organize agendas and background materials in advance; schedule travel; prepare itineraries; and track and submit expenses for reimbursement. Assist CHRO with other duties, as requested or assigned.

**Minimum Requirements**

Commitment to racial and health equity and the Foundation's vision, values, and Guiding Principles. Experience working in and fostering an inclusive environment, working effectively as part of a multidisciplinary team with persons from diverse cultural, social, and ethnic backgrounds.
A combination of education and/or experience equivalent to a bachelor’s degree. Occasional overtime or travel may be required.

**Operations/Project Management**

Self-motivated and highly organized professional with excellent project management skills.
Minimum of two (2) years related experience with an executive, including developing and managing timelines, coordinating activities, and managing many priorities simultaneously.
Effective communicator who can build trusted relationships and work effectively with individuals at all levels from diverse cultural, social, and ethnic backgrounds.
Works independently as well as collaboratively as part of a multidisciplinary team.
Flexibility in navigating, experiencing, and managing change.
Functions well with minimal supervision and delivers quality outcomes under pressure and deadlines.
Intellectually curious, finding solutions through internet research, and applies learnings to work.

**Administrative**

Self-aware professional who conveys a reliably calm demeanor, handling confidential information with discretion and sound judgment.
Minimum of five (5) years related experience providing proactive, complex administrative support to C-level executives in operational and administrative duties, including complex calendar management, and coordination of meetings and travel schedules.
Adept writing and editing skills, able to efficiently and effectively draft, e.g., correspondence, presentations, memos in the voice of HR leadership.
Strong technology skills; able to quickly learn and operate various software, apps, and programs.
Clear communicator with a talent for providing outstanding customer service and a good sense of humor.
Solution-focused; can make decisions and clearly justify recommendations.

**Physical Requirements/Working Conditions**

The executive assistant will perform job duties in a typical business office environment. Specific physical abilities required by this job include operating basic office equipment. Will be required to attend meetings, potentially both in person and off-site via phone or videoconference. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

*This position is assigned to our Princeton, N.J. headquarters offices.*
As of January 1, 2023, the Foundation has implemented a Hybrid: Flexible Purpose operating model. All RWJF employees will be required to come into Foundation offices during the year for purposes related to their position such as critical tasks (e.g., building operations, grantee meetings), organizational events (e.g., training and development), and internally focused team activities. All RWJF offices remain open for all Foundation employees for focused work, optional organizational activities, and connecting with colleagues informally as needed for individual purposes.

Salary

The starting salary range for the executive assistant is $65,000 to $70,000. Why work at RWJF?

3. HR Business Partner (Hybrid/On-Site)
   EnformHR

EnformHR is a growing Human Resources Consulting and Outsourced HR provider based in Central-New Jersey, servicing clients both onsite and remotely in over 20 states. Our HR Services are designed help companies protect and grow their businesses.

We are seeking a knowledgeable and motivated HR professional who is self-driven, has worked in “Start-Up HR” and/or has consultative experience, and enjoys the challenge of servicing multiple companies across diverse industries. Qualified candidates must be exceptional at research and verbal and written communication, and be able to work remote, and at times out of our offices in Tinton Falls, NJ, as well as travel to and work at our clients’ locations in NJ, PA and NY as needed.

This position is responsible for providing hands-on human resources support to a full roster of clients, varying in size, location, and industry, with services including, but not limited to: benefits administration, payroll processing, recruiting and hiring, employee relations consultation, management coaching, strategic guidance, and training.

Responsibilities and Duties

Serve as primary point of contact for clients, utilizing exceptional written/verbal communication skills, professional demeanor, client savvy, and business acumen. Diagnose client issues, identifying and driving appropriate solutions. Mentor executives and managers on employee relations, employment regulations and compliance issues, and HR Best Practices. Conduct HR Audits and workplace investigations, make recommendations, and execute and/or lead an internal team to complete.
Advise, develop, and implement performance management solutions, inclusive of crafting performance evaluations and workplace accountability surveys, training managers and employees, and providing ongoing coaching on completing.
Create recruitment and selection materials for clients (i.e. job descriptions, job postings, pre-screen templates, interview templates); and assist in execution (i.e. conduct salary survey and make recommendations, research appropriate posting venues, post job, pre-screen, screen, and interview candidates).
Create multi-state employment handbooks, tailored to the client’s location, size, and culture; conduct handbook review sessions with management and staff.
Administer benefits, including distributing enrollment forms, collecting from employees, completing online enrollment and calculating payroll deduction.
Explain benefits package to employees and respond to coverage inquiries and coordinate claims resolution.
Process payroll, including inputting changes and updates, checking totals and reports prior to processing, and downloading and providing financial reports as requested.
Research, prepare and deliver trainings, including but not limited to Non-harassment/discrimination, Management 101, Providing Effective and Compliant Feedback, etc.
Utilize a hand on approach to monitor the "pulse" of the clients, suggesting product components and services when applicable, and ensuring a high level of client satisfaction.
Travel to client sites to meet with current and prospective clients and to service the account.
Maintain accountability and open communication with the President and team members on current and upcoming workloads, work sovereignly and with a high level of self-direction, delegating tasks to other team members as necessary.
Stay abreast and advise on a vast range of federal and multi-state employment law and compliance issues and HR Best Practices.
Maintain detailed log for client billing purposes.
Contribute to internal initiatives such as crafting newsletter content, writing speaking proposals, organizing internal databases, etc.
Performs other duties as required.

Qualifications and Skills

Bachelor’s Degree required in a Human Resources or related discipline preferred.
5+ Years' experience in an HR generalist, HR management or business partner role.
SHRM-CP, SHRM-SCP, PHR, SPHR, or equivalent certification preferred.
Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint).
Basic math aptitude and ability to do calculations in Excel.
HRIS, ATS, and payroll software experience is desirable
General knowledge and understanding of group benefits.
Valid driver’s license, reliable vehicle, and ability to drive a vehicle and travel to clients’ sites.
Adherence to our core competencies of organization, communication, teamwork, critical thinking, accuracy and thoroughness, and accountability/initiative.
Bilingual English/Spanish a Plus

Benefits
Benefits include Health, Dental and Vision, as well as Simple IRA and company-paid Life, Long-term and disability.

Job Type: Full-time

Pay: $85,000.00 - $90,000.00 per year

Benefits:
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Supplemental pay types:

Bonus pay
Ability to commute/relocate:

Tinton Falls, NJ 07724: Reliably commute or planning to relocate before starting work (Preferred)
Application Question(s):

Are you able to work remotely from home, at times in the office, and travel to clients when needed?
Experience:

Human Resources: 5 years (Required)
Work Location: Hybrid remote in Tinton Falls, NJ 07724
4. **Regional TM (Employee) Relations Specialist (On-Site)**

Hackensack Meridian Health

**Overview**

How have you impacted someone's life today? At Hackensack Meridian Health our teams are focused on changing the lives of our patients by providing the highest level of care each and every day. From our hospitals, rehab centers and occupational health teams to our long-term care centers and at-home care capabilities, our complete spectrum of services will allow you to apply your skills in multiple settings while building your career, all within New Jersey's premier healthcare system.

The **Regional TM Relations Specialist** reports to the Dir, TM Relations and is responsible for partnering with designated Human Resources operations partners to oversee key employee relations and compliance initiatives aligned to the broader organizational strategy, and work as a trusted advisor providing support and guidance to leaders of all levels. The Regional TM Relations Spec will serve as the TM Relations subject matter expert for their respective areas and will be responsible for partnering with the HR Operations team on the execution, administration, and delivery of TM Relations services including, but not limited to, conducting investigations, corrective actions, conflict resolution, climate assessments, and monitoring compliance programs. The Regional TM Relations Spec will also be accountable for specific functional work products of the department. This role performs required tasks and initiatives following the guidelines and procedures established, maintaining appropriate documentation and records, and delivering services in a professional and efficient manner. This role will provide prompt assistance to achieve high levels of customer satisfaction and an overall positive TM and client experience.

**Responsibilities**

A day in the life of a Regional TM Relations Specialist at Hackensack Meridian Health includes:

- In partnership with HR Operations teams and in collaboration with Legal, conducts thorough investigations into TM concerns, some involving complex, high risk, and highly sensitive investigations including, but not limited to, allegations of harassment,
workplace violence, discrimination, retaliation, employee misconduct, and provides recommended actions based on findings.

- Monitors the progress and completion of all corrective actions and progressive discipline flowing from internal investigations, including updating the HR internal tracking tool.
- Manages, advises on, and conducts investigations involving TMs both virtual and on site.
- Serves as a consultative partner and resource to the HR Operations teams on complex employment situations such as terminations, reductions in force, progressive discipline, corrective actions, performance improvement plans, and accommodations.
- Conducts climate assessments, and works with the TM Relations team to implement risk mitigation strategies in partnership with HR Operations.
- Partners with HR Operations to oversee the implementation of action plans stemming from investigation trends, compliance opportunities, engagement surveys, and climate assessments in support of enhancing our overall TM experience.
- Provides support to the HR Operations team on Joint Commission, Department of Health, or other surveys as needed. Implements tools and templates as needed.
- Supports the implementation of TM Relations and compliance initiatives as assigned
- Responsible for handling confidential and time sensitive material.
- Other duties and/or projects as assigned.
- Adheres to HMH Organizational competencies and standards of behavior.

**Qualifications**

**Education, Knowledge, Skills and Abilities Required:**

- Bachelor’s degree or equivalent specialized Human Resources/Employee Relations experience.
- Minimum of 2 years of progressively responsible HR experience with exposure to employee relations.
- Working knowledge of US Federal and State Employment laws including, but not limited to, Title VII, ADEA, and FLSA.
- Sound critical thinking, problem-solving and negotiating skills, with the ability to apply those skills to a wide range of HR issues.
- Strong analytic skills and ability to present data to identify trends and offer strategic advice.
- Excellent communicator with ability to present information in a clear and concise manner orally and in writing to ensure others understand ideas. Able to appropriately adapt message, style, and tone to accommodate a variety of audiences.
- Objective, approachable, and able to interact effectively with all levels of employees both in person and virtually in a positive and respectful manner.
- Able to maintain the highest level of personal integrity and confidentiality.
- Adaptable and flexible, and motivated to drive results in a fast-paced environment where change is a constant, and can meet deadlines with a strong sense of urgency and adaptability.
Proficient with either MS Office or Google productivity tools.
Able to develop processes and manage multiple projects simultaneously.
Able to support rollout of a proactive TM and labor relations strategy focused on building leadership skills to promote TM engagement.

Education, Knowledge, Skills and Abilities Preferred:

- Master's degree.
- Investigation experience including interviewing of witnesses, taking notes, and writing investigation summaries.
- Bilingual or multilingual verbal communication skills.

Licenses and Certifications Preferred:

- HR Certification.

If you feel that the above description speaks directly to your strengths and capabilities, then please apply today!

5. Human Resources Generalist (On-Site)
Abel HR, Inc.

We are Abel HR. A family owned and operated Professional Employer Organization (PEO) that offers human resources and benefits administration services to small to mid-size companies. We are growing...come and grow with us!

We currently have an opening for a Full-Time HR Generalist to join our team. This position will be responsible for performing HR-related duties in the following functional areas including but not limited to staffing, employee relations, and training. To be successful in this role, the candidate must have exceptional interpersonal skills, be detailed oriented, and have excellent customer service skills.

Responsibilities:
• Recruits, and facilitates the hiring of qualified job applicants for open positions; collaborates with internal and external managers to understand skills and competencies required for openings.
• Assist with conducting or acquiring background checks and employee eligibility verifications.
• Performs routine tasks required to administer and execute human resource programs including but not limited to disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale.
• Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
• Attends and participates in employee disciplinary meetings, terminations, and investigations.
• Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
• Maintains knowledge of best practices, regulatory changes, talent management, and employment law.
• Serve as backup with disability claims, unemployment, and garnishment requests.
• Assist HR manager with handling day-to-day responsibilities.
• Performs other HR related duties as assigned.

Requirements:

• Bachelor's degree or college credits in business, accounting, or HR a plus.
• SHRM PHR certified, a plus.
• Minimum 5-10 Years experience in positions with increasing HR responsibilities.
• Excellent verbal and written communication skills.
• Excellent interpersonal, and conflict resolution skills.
• Excellent organizational skills and attention to detail.
• Excellent time management skills with a proven ability to meet deadlines.
• Strong analytical and problem-solving skills.
• Ability to prioritize tasks and to delegate when appropriate.
• Ability to act with integrity, professionalism, and confidentiality.
• Thorough knowledge of employment-related laws and regulations.
• Proficient with Microsoft Office Suite or related software.
• Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
• iSolved experience, a plus.
AbelHR provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

6. **Assistant Employee Relations Manager (On-Site)**  
Orlin & Cohen Medical Specialist Group

Join Our Team as an Assistant Employee Relations Manager Today!

Are you a people-oriented individual with strong interpersonal and communication skills? Do you possess a passion for fostering positive relationships and resolving workplace concerns? If yes, we have the ideal opportunity for you! We are seeking a highly motivated Assistant Employee Relations Manager to join our fast-growing company.

Orlin & Cohen Orthopedic Group is the premier and fastest-growing orthopedic practice on Long Island, providing comprehensive care that helps thousands of our neighbors live more active lives, free from pain. Orlin & Cohen is one of the largest orthopedics practices in the region, with 19 offices in Nassau and Suffolk Counties, Queens, and Staten Island, we have been in business for more than 25 years and have over 1200 dedicated healthcare employees in our care. Team members enjoy competitive salaries, exceptional medical benefits, and generous PTO.

**Full Time Opportunity - 5 Day Work Week**

*Opportunity for growth!*

**A minimum of 2 years of experience in an HR role or a related field, with a focus on employee relations.**

**Responsibilities Include:**

1. Collaborating with the Employee Relations Manager to design and execute employee engagement initiatives.
2. Investigating workplace grievances and concerns, while ensuring that all parties are treated fairly and professionally.

3. Monitoring and addressing employee performance and behavior issues and providing guidance on conflict resolution.

4. Supporting the development and implementation of policies and procedures to support a positive, inclusive, and diverse work environment.

5. Assisting in the planning and execution of internal training programs and workshops focused on enhancing employee morale, performance, and motivation.

6. Maintaining accurate and up-to-date records on employee relations matters, ensuring compliance with all relevant laws and regulations.

**Qualifications:**

1. Bachelor's degree in Human Resources, Business, or a related field.

2. A minimum of 2 years of experience in an HR role or a related field, with a focus on employee relations.

3. Strong communication, interpersonal, and problem-solving skills.

4. Ability to handle sensitive information with discretion and always maintain confidentiality.

5. Experience in conflict resolution and mediation.

6. Knowledge of labor laws and regulations pertaining to employee relations.


This job description is subject to revision at the discretion of the company.

**What We Offer:**

- Competitive salary based on skills and experience
- Comprehensive benefits package, including health, dental, and vision insurance, paid holidays, and PTO time
- Opportunities for professional development and growth within the company
- Supportive and inclusive company culture that values work-life balance
Don't miss this opportunity to advance your career by joining our dynamic team as an Assistant Employee Relations Manager. Apply now with your cover letter and resume to our HR department, and let's start nurturing positive employee relationships together!

The salary range and/or hourly rate listed is a good faith determination of potential base compensation that may be offered to a successful applicant for this position at the time of this job advertisement and may be modified in the future. When determining a team member's base salary and/or rate, several factors may be considered as applicable (e.g., location, specialty, service line, years of relevant experience, education, credentials, budget and internal equity).

We are an equal opportunity employer and prohibit discrimination/harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

If you have any questions, email us at OC-Recruiting@OrlinCohen.com

**Job Type: Full-time**

**Pay:** $75,000.00 - $95,000.00 per year

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance

**Schedule:**

- 8 hour shift
Ability to commute/relocate:

- Staten Island, NY: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- NY State Requires Healthcare workers to be vaccinated for Covid-19, please confirm vaccination status.

Experience:

- Employee relations: 2 years (Preferred)
- Human resources: 2 years (Preferred)

Work Location: One location

7. Coadjutant HRM Recruitment (On-Site)
   Rutgers University

   **Department:** SMLR-Human Resource Management  
   **Position Information:** Part-time contract recruiter  
   **Posting Number:** 23FA0520  
   **Posting Open Date:** 05/11/2023  
   **Posting Close Date:** 05/19/2023  
   **Campus:** Rutgers University-New Brunswick  
   **Home Location Campus:** Livingston (RU-New Brunswick)  
   **Salary:** Open

**Overview:**
The Department of Human Resource Management (HRM) at the Rutgers School of Management and Labor Relations is seeking a part-time coadjutant/contract recruiter to assist with the recruitment of qualified candidates for HRMs Master’s programs. The
successful candidate will attend graduate fair events, in-person and virtual open houses, and professional HR recruiting events with the goal of expanding recruitment efforts to unexplored markets, particularly targeting experienced HR candidate segments and direct undergraduate HR communities. This position will also aim to increase the number of applicants from diverse backgrounds and maintain or increase the diversity of selection into the program.

Qualifications:

A Bachelor’s degree is required.  
Three to five years of experience working in human resources/management field.  
Certifications/Licenses: None required.  
Required Knowledge, Skills, and Abilities: Knowledge of the HR function and state-of-the-art practice, a recruiting background/understanding, knowledge of business practices and the role of HR in those practices.  
Equipment Utilized: None specified.

Physical Demands and Work Environment: None specified.

Statement: Rutgers University is an equal opportunity/affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Special Instructions to Applicants: None specified.

COVID-19 Immunization Requirement:

Under Policy 60.1.35, Rutgers University requires all prospective employees to provide proof that they are fully vaccinated and have received a booster (where eligible) against COVID-19 prior to commencement of employment, unless the University has granted the individual a medical or religious exemption. Prospective employees who are not eligible for a booster at the time of an offer of employment must provide proof they have received a booster within two weeks (14 calendar days) of eligibility.  
Based on current guidance, individuals are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of any COVID-19 vaccine authorized or approved for use in the United States by the United States Food and Drug Administration (FDA) and recommended by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC). Eligibility for a booster against COVID-19 varies and is explained on the University’s web site located at https://coronavirus.rutgers.edu/covid-19-vaccine. Failure to provide proof of primary vaccination and booster will result in rescission of a prospective employee’s offer of employment and/or disciplinary action up to and including termination.
8. Sr. HR Business Partner (On-Site)  
Legend Biotech US

Company Information

Legend Biotech is a global biotechnology company dedicated to treating, and one day curing, life-threatening diseases. Headquartered in Somerset, New Jersey, we are developing advanced cell therapies across a diverse array of technology platforms, including autologous and allogeneic chimeric antigen receptor T-cell and natural killer (NK) cell-based immunotherapy.

Legend Biotech entered into a global collaboration agreement with Janssen, one of the pharmaceutical companies of Johnson & Johnson, to jointly develop and commercialize ciltacabtagene autolecuel (cilta-cel) in 2017. Our strategic partnership is designed to combine the strengths and expertise of both companies to advance the promise of an immunotherapy in the treatment of multiple myeloma.

Legend Biotech is seeking (Sr.) HR Business Partner as part of the Human Resources team based in Somerset, NJ.

Role Overview

Legend Biotech is seeking a Sr. HR Business Partner as part of the Human Resources Team. This role will support Research, Clinical, Regulatory, Commercial and other functions.

The primary purpose of our Sr. HR Business Partner role is to influence and support the investment in human capital within the business units assigned. It is the job of the Human Resource Business Partner (HRBP) to drive positive change and enhance the culture of the organization to foster employee growth, development and retention.

Key Responsibilities
Serve as a consultant to the business on all HR-related matters, including compliance and regulatory needs, performance management, talent development, and employee relations.

- Engage and act as an employee champion, leadership coach, strategic partner, and change agent.
- Manage and resolve complex employee relations issues, provides guidance & assists in performance improvement, and conducts related issues.
- Work closely with management and employees to improve morale, increase productivity and retention.
- Formulate partnerships across the company to deliver value-added services to management and employees that reflect the organization's business objectives.
- Analyzes trends and metrics in partnership with the business to provide HR solutions, and implement corresponding programs and policies.
- Other relevant duties assigned by management.

Requirements

- Bachelor degree required.
- 5+ years of relevant experience, preferably in HRBP/Talent Development/Employee Engagement/Company Culture; experience in Biotech/BioPharma industry is a plus.
- Experience working in both start-up & established environment is preferred.
- Business result driven mindset.
- A track record of providing practical HR solutions that drive business results, problem-solving and accountability.
- Strong analytical skills and ability to interpret and communicate data.
- Solid project management skills including attention to detail, highly organized.
- Ability to build relationships, establish trust, manage conflict and influence others
- Ability to work in a changing environment and help lead others through the phases of change.

Legend Biotech is a proud equal opportunity/affirmative action employer committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce. It is Legend's policy to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, disability, national origin, marital or domestic/civil partnership status, genetic information, citizenship status, uniformed service member or veteran status, or any other characteristic protected by law.
Legend Biotech maintains a drug-free workplace.

9. Analyst, HRIT (Remote)  
   GXO

Logistics at full potential.

At GXO, we’re constantly looking for talented individuals at all levels who can deliver the caliber of service our company requires. You know that a positive work environment creates happy employees, which boosts productivity and dedication. On our team, you’ll have the support to excel at work and the resources to build a career you can be proud of.

At GXO Logistics, we’re constantly looking for ways to improve, enhance, and adapt in an ever-changing marketplace. As the Analyst, HRIT, you will be responsible for interpreting customer business needs and translating them into application and operational requirements. You will also serve as a subject matter expert and liaison with team members in business, technology, and leadership. If you’re ready to build a career you can be proud of, we have an opportunity for you at GXO.

Pay, benefits and more.

We are eager to attract the best, so we offer competitive compensation and a generous benefits package, including full health insurance (medical, dental and vision), 401(k), life insurance, disability, and the opportunity to participate in a company incentive plan.

What you’ll do on a typical day:

- Analyze business problems, capture detailed requirements based on business needs rather than user preferences, and reconcile conflicts
- Develop detailed requirements, process documentation, and solution design approaches that satisfy business needs for enterprise application initiatives
- Work with IT partners to translate those requirements into technical solutions
- Provide subject matter expertise to support business requirement definition, process design, implementation of processes
- Participate in production incident troubleshooting and solution approach design and recommendations
- Perform initial validation, support unit testing, and facilitate UAT as needed
- Assist in driving initiatives forward from the requirements to implementation
What you need to succeed at GXO:
At a minimum, you’ll need:

- Bachelor’s degree in Computer Science, Management Information Systems, or a related field
- 1 year of hands on experience in implementing and/or supporting SuccessFactors HR modules (Core HR, Payroll, Recruiting, Compensation, Performance Management)

It’d be great if you also have:

- 3 years of related experience
- Hands on experience in implementing and/or supporting specifically Kronos or ADP T&A systems
- Strong analytical and follow-up skills with ability to identify and resolve problems
- Self-motivated and able to work well with minimal supervision or in a team environment; consult with team members and management as needed
- Excellent verbal and written communication skills; able to present clean, organized, and thorough information appropriate for intended audience
- Experience in Human Resources Shared Service departments
- Experience working in JIRA

We engineer faster, smarter, leaner supply chains.

GXO is a leading provider of cutting-edge supply chain solutions to the most successful companies in the world. We help our customers manage their goods most efficiently using our technology and services. Our greatest strength is our global team – energetic, innovative people of all experience levels and talents who make GXO a great place to work.

We are proud to be an Equal Opportunity/Affirmative Action employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran or other protected status.

GXO adheres to CDC, OSHA and state and local requirements regarding COVID safety. All employees and visitors are expected to comply with GXO policies which are in place to safeguard our employees and customers.

All applicants who receive a conditional offer of employment may be required to take and pass a pre-employment drug test.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All
employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Review GXO's candidate privacy statement here.

Nearest Major Market: New Jersey

10. Human Resources Expert (On-Site)
   Target

Starting Hourly Rate / Salario por Hora Inicial: $16.25 USD

ALL ABOUT TARGET

As a Fortune 50 company with more than 350,000 team members worldwide, Target is an iconic brand and one of America's leading retailers.

Working at Target means the opportunity to help all families discover the joy of everyday life. Caring for our communities is woven into who we are, and we invest in the places we collectively live, work and play. We prioritize relationships, fuel and develop talent by creating growth opportunities, and succeed as one Target team. At our core, our purpose is ingrained in who we are, what we value, and how we work. It's how we care, grow, and win together.

ALL ABOUT HUMAN RESOURCES

You are a team that champions change, proactively removes roadblocks and builds diverse and inclusive talent strategies to deliver on our guest centric mission. You are part of a HR team who are committed to supporting teams and leaders to build a sales force that is passionate about exceeding guests’ expectations and a place where teams love to work.

At Target, we believe in our team members having meaningful experiences that help them build and develop skills for a career.

The role of a Human Resources Expert can provide you with the:

Knowledge of federal, state and local employment law
Experience using basic Office Suite computer and workforce management programs
Knowledge of industry leading people and scheduling software
As a Human Resources Expert, no two days are ever the same, but a typical day will most likely include the following responsibilities:

Create a welcoming experience by authentically greeting all guests
Observe to quickly understand whether a guest needs assistance or wants to interact. Follow body language and verbal clues to tailor your approach.

Engage with guests in a genuine way, which includes asking questions to better understand their specific needs.

Be knowledgeable about the tools, products, and services available in the total store, and specific to your area, to solve issues for the guest and improve their experience.

Thank the guest in a genuine way and let them know we’re happy they chose to shop at Target.

Know the store sales goals and trends with the guest and team that are impacting and driving business results.

Work with your HR leader to anticipate and address specific talent and staffing needs for each area of the business; this includes understanding guests’ needs and ensuring the right mix of experience, selling capabilities and product enthusiasm to deliver the right experience.

Execute intentional recruiting efforts to help store leaders find and hire talent with the right skills and experiences to best serve their guest.

Support the training needs of your store’s sales force and be an advocate for continuous learning.

Be an expert resource for scheduling systems and pay practices.

Act as an open door by listening to team members and collaborating with appropriate leaders to take action as needed.

Deliver on all Human Resources operational and cyclical programs.

Demonstrate a culture of ethical conduct, safety and compliance.

Work in a safe manner at all times to benefit yourself and others; identify and correct hazards; comply with all safety policies and best practices.

All other duties based on business needs.

**WHAT WE ARE LOOKING FOR**

We might be a great match if:

Working in a fun and energetic environment makes you excited…. We work efficiently and as a team to deliver for our guests.

Providing service to our guests that makes them say I LOVE TARGET! excites you…. That’s why we love working at Target.

Stocking, Setting and Selling Target products sounds like your thing… That’s the core of what we do.

You aren’t looking for Monday thru Friday job where you are at a computer all day… We are busy all day (yes, even on the weekends), making it easy for the guest to feel welcomed, inspired and rewarded.

The good news is that we have some amazing training that will help teach you everything you need to know to be a Human Resources Expert. But there are a few skills you should have from the get-go:
Welcoming and helpful attitude toward guests and other team members
Learn and adapt to current technology needs
Effective communication skills
Work both independently and with a team
Resolve guest questions quickly on the spot
Attention to detail and follow a multi-step processes
We are an awesome place to work and care about our teams, so we want to make sure we are clear on a few more basics that we expect:

Accurately handle cash register operations
Scan, handle and move merchandise efficiently and safely, including frequently lifting or moving merchandise up to 15 pounds and occasionally lifting or moving merchandise up to 40 pounds
Flexible work schedule (e.g., nights, weekends and holidays) and regular attendance necessary

Americans with Disabilities Act (ADA)

Target will provide reasonable accommodations (such as a qualified sign language interpreter or other personal assistance) with the application process upon your request as required to comply with applicable laws. If you have a disability and require assistance in this application process, please visit your nearest Target store or Distribution Center or reach out to Guest Services at 1-800-440-0680 for additional information.