

JOB TITLE: HR ADVISOR, NEW YORK (PART-TIME)

ROLE OVERVIEW

We are looking for an enthusiastic, proactive and hardworking HR Advisor to join our New York Office. We pride ourselves on our high standards and peerless execution, and this role will work alongside our Head of HR and UK HR team to provide support on all day-to-day people matters. The ideal candidate will have a naturally high attention to detail and approach all interactions (both internal and external) with professionalism and maturity. For key responsibilities, please see the section below. In addition, this role provides a varied day to day schedule and comes with excellent employee benefits (including 23 days of annual leave plus Christmas closure).

The ideal candidate will be organised, socially confident and have a can-do attitude.

KEY RESPONSIBILITIES

PRIMARY RESPONSIBILITIES (Not limited to...)

- ▶ First point of contact for HR queries in New York
- ▶ Manage the recruitment process: screen candidates, schedule interviews, collate feedback, conduct psychometric testing, maintain the candidate database, oversee background checks
- ▶ Accurate contact preparation and production, including producing new employee packs and other ad hoc HR documents
- ▶ Assist with the Intern and Graduate recruitment process
- ▶ Manage the onboarding process and conduct HR onboarding meetings
- ▶ Work with Head of HR to ensure consistency in application of all policies and processes
- ▶ Assist in the implementation of the annual promotion process, annual performance review and compensation processes

ADDITIONAL RESPONSIBILITIES

- ▶ Employee Relations: support absence and performance management, grievance and disciplinary procedures where appropriate
- ▶ Maintain close relationship with HR provider Insperity, sharing relevant updates with the New York team
- ▶ Provide support with benefits and payroll
- ▶ Provide immigration assistance, e.g., green card and visa applications
- ▶ Assist with Training and Development course roll-out – research local providers and manage US initiatives
- ▶ Manage the offboarding process and conduct exit interviews
- ▶ Support with document preparation for the monthly Board and OpCo meetings
- ▶ Participate in and proactively support HR projects and initiatives, focussed on culture and wellbeing

EXPERIENCE

- ▶ BA/BS degree or equivalent (certifications and course work in specific areas of HR expertise preferred)
- ▶ Ideally experience within financial or professional services

SKILLS AND DESIRED CHARACTERISTICS

- ▶ Highly client-focused
- ▶ Excellent attention to detail and high standards of accuracy
- ▶ Excellent communication and interpersonal skills, with the ability to build relationships
- ▶ Ability to interact with all level of employees and manage multiple stakeholders simultaneously
- ▶ Extremely organised and good with multitasking
- ▶ Team player and collaborative work style
- ▶ Ability to work in a fast-paced, busy environment

HOW TO APPLY

- ▶ Please send your CV and covering letter to: careers@rede-partners.com

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