



**SEGUE
SOLUTIONS**

Career Strategy October 2014 Opportunities

My Career Strategy Meeting Information

<http://is.gd/seeyouthere>

PIHRA Career Center

<http://is.gd/pihracareercenter>

PIHRA District 6

<http://is.gd/SouthBay>

My Career Strategy Email

Segue@Propster.com

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September 2014 Unemployment Rates

United States
5.9%

California
7.3%

LA County
8.0%

10 Tips for Becoming a Happier Person by Pope Francis

In a recent interview with the Argentine publication Viva, Pope Francis issued a list of 10 tips to be a happier person, based on his own life experiences. The Pope encouraged people to be more positive and generous, to turn off the TV and find healthier forms of leisure, and even to stop trying to convert people to one's own religion. The Pope's 10 Tips for a Happier Life

1. **“Live and let live.”** Everyone should be guided by this principle, he said, which has a similar expression in Rome with the saying, “Move forward and let others do the same.”
2. **“Be giving of yourself to others.”** People need to be open and generous toward others, he said, because “if you withdraw into yourself, you run the risk of becoming egocentric. And stagnant water becomes putrid.”
3. **“Proceed calmly”** in life. The pope, who used to teach high school literature, used an image from an Argentine novel by Ricardo Güiraldes, in which the protagonist — gaucho Don Segundo Sombra — looks back on how he lived his life.
4. **A healthy sense of leisure.** The Pope said “consumerism has brought us anxiety”, and told parents to set aside time to play with their children and turn off the TV when they sit down to eat.
5. **Sundays should be holidays.** Workers should have Sundays off because “Sunday is for family,” he said.
6. Find innovative ways to **create dignified jobs for young people.** “We need to be creative with young people. If they have no opportunities they will get into drugs” and be more vulnerable to suicide, he said.
7. **Respect and take care of nature.** Environmental degradation “is one of the biggest challenges we have,” he said. “I think a question that we’re not asking ourselves is: ‘Isn’t humanity committing suicide with this indiscriminate and tyrannical use of nature?’”
8. **Stop being negative.** “Needing to talk badly about others indicates low self-esteem. That means, ‘I feel so low that instead of picking myself up I have to cut others down,’” the Pope said. “Letting go of negative things quickly is healthy.”
9. **Don’t proselytize; respect others’ beliefs.** “We can inspire others through witness so that one grows together in communicating. But the worst thing of all is religious proselytism, which paralyzes: ‘I am talking with you in order to persuade you,’ No. Each person dialogues, starting with his and her own identity. The church grows by attraction, not proselytizing,” the Pope said.
10. **Work for peace.** “We are living in a time of many wars,” he said, and “the call for peace must be shouted. Peace sometimes gives the impression of being quiet, but it is never quiet, peace is always proactive” and dynamic.



Career Center

<http://hr.pihra.associationcareernetwork.com/Common/HomePage.aspx>

Jobs Posted October 15th

HR Manager

MorphoTrak, LLC - Anaheim, CA

As a strategic partner, the Human Resources Manager is responsible for the delivery of human resources policies, practices and programs to clients (employees/management) within a designated department/Business Unit. S/he serves as a consultant by delivering value-added service to management and employees on Human Resources related issues and by ensuring that critical and priority needs are met in a timely and effective manner. The Human Resources Manager partners primarily, with business leaders. [more info...](#)

Senior Conflict Assistant

DLA Piper - San Diego, CA

DLA Piper, a leader in the practice of law worldwide, seeks a Conflicts Assistant in the San Diego- Downtown office. This position performs day to day activities with respect to identifying and conducting Conflicts searches and/ or clearing previously identified conflicts. [more info...](#)

Senior HR Business Partner

Stewart Title - Glendale, CA

Fortune 1,000 organization in a fast growing, dynamic service industry is seeking a Sr. HR Business Partner. The Sr. HR Business Partner will provide direct and consistent human resources expertise to assigned leadership and their associated departments. The Sr. HR Business Partner is accountable to understand and articulate potential risks and current issues associated with any of their assigned employees. [more info...](#)

Human Resources Manager - Benefits and Compensation

IMT Residential - Sherman Oaks, CA

IMT Residential, multi-family residential investment and property management firm headquartered in Sherman Oaks, California, is seeking an HR Manager! You will have generalist responsibilities while primarily focusing on designing, implementing, and managing benefits and compensation programs to ensure competitive, high value

and cost effective TotalRewards. You will collaborate with our 5 person HR team on strategic HR initiatives and projects by identifying opportunities. [more info...](#)

Director, Human Resources

Golden State Foods - Irvine, CA

Leads and manages all Human Resources functions and activities to ensure that the Business Group recruits and retains a qualified workforce to meet internal and customer objectives. Partners with the Business Group President to advance strategic initiatives and to align the organization and talent around business objectives. Ensure compliance with labor, safety and company rules and regulations. [more info...](#)

Human Resources Manager

CPS HR Consulting - Seattle, WA

Puget Sound Clean Air Agency Seattle, WA Human Resources Manager Annual salary range: \$88,672 - \$124,770 The agency provides an attractive benefit package. Application deadline: Friday, November 7, 2014. Submit a cover letter with current salary, resume, and a list of six professional references to: Pam Derby CPS HR Consulting 241 Lathrop Way Sacramento, CA 95815 Tel: 916 471-3126 Fax: 916 561-7205 Email: resumes@cpshr.us [more info...](#)

HR Business Partner

Robert Half - San Ramon, CA

Robert Halfs Corporate Human Resources team in San Ramon is seeking an HR Business Partner to provide strategic and advisory HR support and services for various corporate functional areas. As a key member of the HR leadership team, the HR Business Partner will work closely with internal partners to plan and deliver effective talent and organizational programs and services to the business to achieve company objectives. [more info...](#)

Director, Talent Acquisition

DineEquity - Glendale, CA

The Director, TA manages the candidate life cycle to attract and employ qualified individuals for positions across the organization. Partners with HR and hiring managers to provide a robust talent pipeline. Assists in maintaining optimum staffing levels throughout the organization; contributes to organizational success by developing talent acquisition strategy, sourcing qualified candidates, building a robust talent pipeline, and attracting top quality candidates to join the organization. [more info...](#)

Director of Human Resources

SearchWorks LLC - Irwindale, CA

The Heico Wire Group, the largest wire manufacturer in the western United States, is hiring a Director of Human Resources to lead the companies HR function reporting directly to the President. This individual will be responsible for communicating throughout the company's matrix reporting structure with 7 wire manufacturing companies making up The Heico Wire Group. [more info...](#)

Senior Recruiter

Transamerica Life & Protection - Los Angeles, CA

The Senior Recruiter will manage the full recruiting process and develop innovative recruiting strategies to attract top talent for Transamerica. Applies best practices to build a pipeline of top tier candidates for specified positions, regardless of level. Creatively and successfully source candidates using direct sourcing, web research, networking, social networks (i.e. LinkedIn, Facebook, Twitter, etc.), professional associations, referrals, applicant tracking system, etc. [more info...](#)

Technical Recruiter

Applied Minds - Los Angeles, CA

The Technical Recruiter at Applied Minds builds a diverse and highly skilled talent pipeline. Sourcing will include specialty engineers, renaissance engineers, architectural designers, software developers, and roboticists as well as a professional and administrative staff. By building relationships throughout the organization they develop a deep understanding of the unique opportunity that is Applied Minds and tell the story in a way that inspires the best talent to join our team. [more info...](#)

Client HR Manager - Sr. Human Capital Consultant

Trinet - San Diego, CA

TriNet is hiring a Client HR Manager, part of our team of HR Business Partners. Our HR Business Partners directly serve our client companies delivering HR services and consulting to help them make the best use of their investment in people. HR Business Partners work with small and high-growth client companies ranging in size from one to 100 employees serving as their HR leader. [more info...](#)

Temporary HR Compensation Analyst

Chapman University - Orange, CA

Under general supervision, serve as front line liaison for compensation and classification processes of staff and administrator positions. Coordinate, prioritize and facilitate daily compensation and classification activities and inquiries. Serve as a resource to employment, student employment, HRIS and data entry functions. Serve as the main coordinator for different compensation surveys and updating the Staff Compensation Program data. Perform other duties as assigned. [more info...](#)

Human Resources Generalist

Scripps College - Claremont, CA

Working with minimal supervision ensures timely and accurate processing of payroll and reporting of student and hourly payroll. Requires a high level of confidentiality in working salaries and personal information. Responsible for technical projects involving skill with, Ultipro, Workforce Emp Center, Self-service On-Boarding Systems, Excel and a variety of computer software. [more info...](#)

[Jobs Posted xxxx](#)

[Jobs Posted xxxx](#)

[View more jobs at the PIHRA Career Center](#)



The SHRM Job Board also has local opportunities at
http://jobs.shrm.org/home/index.cfm?site_id=1612

CB & ASSOCIATES INC.

CB and Associates frequently has local opportunities:
www.cbrecruiters.com

I am helping a friend look for a standalone [Human Resources Director](#) based in downtown LA. This role is responsible for full cycle recruiting for the entire company. This role reports to the CFO/COO. It is a growing company with great products; and with that said, this is for a newer HR Director, as the salary reflects it. Base and bonus eligible.

If you know of someone, please have them email me directly.
jannie.huynh@gmail.com

[Human Resources Generalist](#)

We are looking for the next HR rock star, could that be you? Are you a change junkie? Do you flourish when relied upon to contribute to creating a positive experience for employees? Do you subscribe to the belief that an HR professional should think of how people decisions impact the business? Do you possess strong HR fundamentals and are looking to apply them in creative ways? Does excellence and a work ethic that compares to none others course through your veins? Are you a seamless influencer who knows how to choose your battles and not sweat the small stuff? If so, you should come talk to us—we have an appetite for change, are a growing business and have a need for change agents to create a culture that is enjoyable, future focused, accountable, and high performing.

The Human Resources Generalist manages the day-to-day operations of the Human Resource office and manages the administration of the human resources policies, procedures and programs. The office is located in Rancho Dominguez-- conveniently located near the 91 and 710 freeways.

The Human Resources Generalist originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture focused on accountability, and standardized practices and processes that emphasize empowerment, quality, productivity, goal attainment, and the recruitment and ongoing development of a superior workforce.

This role coordinates implementation of services, policies, and programs by partnering with other members of the organization as appropriate, and assists and advises company managers about Human Resources issues.

Key Responsibilities

Responsibilities include the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.

Other duties may be required and/ or assigned.

- Develops human resources solutions by collecting and analyzing information; recommending courses of action.

Recruiting and staffing logistics: Assist in the recruitment process by placing ads, screening and distributing resumes, checking references and preparing offer packages. In addition, coordinate interviews for hiring managers and administer pre-employment “skills testing”.

In addition, coordinate pre-employment drugs testing and physicals with medical clinic.

- Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees. Assists in drafting counseling memos/warnings. Administer performance appraisal program.
 - Performance management and improvement systems • Organization development
 - Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions
 - Employee orientation, development, and training
 - Responsible for HR report generation. Establishes ad hoc reports and documents to provide current personnel information to management as needed.
 - Policy development and documentation. Create correspondence, documentation, new forms and modify existing company forms as necessary.
 - Employee relations
 - Company employee communication
 - Compensation and benefits administration. Participate in benefits administration to include enrollments, claim resolution, change reporting and reconciliation of monthly invoices.
 - Employee safety, welfare, wellness and health. Handle workplace injuries by sending employee to medical clinic and completing claim form and submitting to insurance carrier. Monitor any follow-up medical treatment. Maintain the OSHA-300 log. Participate in the administration of the Safety programs.
 - Employee services and counseling. Assist employees with personnel information and interpretation of Personnel policies and procedures; respond to
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inquiries by employees on benefits, payroll or general questions. Assist Managers with counseling of employees and preparing written warnings.

- Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
- Some local travel required.

In addition to a great working environment, our company offers: Medical, Dental, Vision, Life, AD&D and Long-Term Disability Insurance, as well as, a 401(k) plan and Vacation, Sick and Holiday pay.

If you think you have what it takes to become our next team member, please send your résumé and cover letter to us right away as we are looking to fill this position as soon as possible! Please include your salary requirement in your cover letter.

IMPORTANT: ATTACH YOUR RESUME IN WORD OR PDF FORMAT.

Please visit our website www.anconmarine.com for more information

Important Note: Please no phone calls or emails from Recruiters.

I am reaching out to you today for your help and expertise. As a result of aggressive growth and expansion, our client, a global leader in the technology and consumer related products industry, and ranked in the Top 100 Best Companies, has retained us to fill a highly visible [Human Resources Executive for Domestic Operations](#) search. Total compensation for this role will vary based on experience, but is targeted to be in the mid \$500K's range (includes lucrative guaranteed bonus and equity), and will be based on the West Coast (USA). Because this is a very high profile role and due to its importance to the overall organization this person will be earmarked for succession planning and promotion within 36-48 months.

This individual will work with the US Supply Chain team to ensure; Human Resource strategies are aligned and executed against business goals; strong leaders continue to join this company and are developed to assume larger leadership roles; Human Resource processes are continually improved; and a positive employee relations environment continues within each of the centers in the growing US and Canada network. She/he will be an integral part of the Global Operations HR Generalist Leadership team, and with a hands-on approach, will communicate with all levels of management and employees, both in HQ and in the field. She/he will be a member of the Senior HR Leadership staff driving the HR companywide strategy, leading a team of 250+ HR professionals, and will lead implementation of shared services model. She/he will create and execute network headcount, talent acquisition and employee development strategies across a 1700+ person management team and 40,000 employees.

This is a highly visible position which requires someone accustomed to fast track capability in a very high growth environment. Please let me know who you can recommend.

Jason Zamora
Purcell International Group

Phone: 858.292.3280 x104 or Fax: 858.292.3273
Email: jzamora@purcellintl.com

HR Generalist (P/T with F/T potential)

In Burbank

Primarily focusing on policy/procedure, staff recruiting & development, department organization, strategic planning

Must have experience with multistate environment

Days/Hours flexible TBD

Salary Negotiable

Contact Noelle Harling

nharling@frasco.com

Human Resources Manager

Our client is a large and growing consumer company located in Santa Barbara and very open to relocation for the right candidate.

They are looking for a HR Manager will be responsible for the full spectrum of Human Resources support. This role will support all HR functions including Talent Acquisition, Development, Performance Management and Employee Relations.

Education & Experience

- Bachelor's degree required, SPHR or PHR preferred.
 - Minimum 5 + years progressively responsible experience in human resources.
 - Successful track record as an HR business partner with experience in all areas of human resources, including OD and performance management.
 - Demonstrated experience of HR program execution within a matrix organization.
 - Experience working in a fast-paced, entrepreneurial environment.
 - Proficient in Microsoft applications including Outlook, Excel, PowerPoint, and Word.
 - Strong written and verbal communication skills to professionally and effectively interact with staff, colleagues and management.
 - Strong analytical skills with an ability to drive change using data
 - Strong presentation skills and ability to effectively present to groups and individuals.
 - Ability to identify internal and external customer needs. Able to build relationships with client groups and provide services for which the client might not yet have identified a need.
 - Effective working with and through teams to accomplish business results.
 - Strong knowledge of California/federal employment laws, regulations, and requirements.
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- Experience working effectively in complex global organizations, satisfying the needs of diverse constituents, and often working under the pressure of competing and sometimes conflicting priorities
 - High degree of integrity with the ability to handle confidential and sometimes highly sensitive matters in the appropriate manner.
 - Good sense of humor and ability to take yourself lightly. Strong relationship management and influencing capability.
 - Experience providing support to Enterprise teams (i.e. Supply Chain, IT and Finance) a plus.

Contact Bethany Schwab at bethanys@parklanesearch.com

Our client is a large and growing consumer company located in Santa Barbara and very open to relocation for the right candidate. They are looking for a [HR Manager](#) who will be responsible for the full spectrum of Human Resources support. This role will support all HR functions including Talent Acquisition, Development, Performance Management and Employee Relations.

Education & Experience

- Bachelor's degree required, SPHR or PHR preferred.
 - Minimum 5 + years progressively responsible experience in human resources.
 - Successful track record as an HR business partner with experience in all areas of human resources, including OD and performance management.
 - Demonstrated experience of HR program execution within a matrix organization.
 - Experience working in a fast-paced, entrepreneurial environment.
 - Proficient in Microsoft applications including Outlook, Excel, PowerPoint, and Word.
 - Strong written and verbal communication skills to professionally and effectively interact with staff, colleagues and management.
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 - Experience providing support to Enterprise teams (i.e. Supply Chain, IT and Finance) a plus.

Contact Bethany Schwab at bethanys@parklanesearch.com

Director Human Resources

Golden State Foods - Irvine, CA

Job description

This position is with QCD, a wholly-owned subsidiary of Golden State Foods, which is one of the largest diversified suppliers to the Quick Service Restaurant industry, servicing 100+ customers and 125,000+ restaurants on five continents.

JOB SUMMARY:

Leads and manages all Human Resources functions and activities to ensure that the Business Group recruits and retains a qualified workforce to meet internal and customer objectives. Partners with Business Group President to advance strategic initiatives and to align organization and talent around business objectives. Ensures compliance with labor, safety, and company rules and regulations.

ESSENTIAL FUNCTIONS:

- Leads and oversees the implementation, administration, and dissemination of information regarding all Human Resources functions including employment, labor relations, training, management development, associate programs, workers' compensation, compensation, and benefits for exempt, non-exempt, and union associates, ensuring compliance with state, federal, and company policies, procedures, and regulations (e.g., FLSA, FMLA, EEO, ADA, Title VII). (40%)
 - Engages as a business partner to the Business Group President, providing critical feedback relative to selection and development of personnel as well as organizational development strategies. (15%)
 - Oversees the recruitment, selection, placement, and orientation of exempt, non-exempt, and hourly associates to achieve required staffing levels and selection of the best qualified candidates. (15%)
 - Oversees the administration of the company's union contracts to ensure strong labor/management relations, compliance with contractual provisions, grievance processes and smooth operations. Engaging Corporate HR as required by company guidelines (10%)
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- Collaborates in the continuous improvement of safety programs and practices to ensure compliance with business and company standards and regulatory agencies (e.g., OSHA, DOT, etc.) and to provide a safe and healthy environment for GSF associates. (10%)
 - Administers performance management and appraisal programs to ensure program effectiveness. (10%)
 - Performs other related and assigned duties as necessary.

Desired Skills and Experience

Education/Certification:

- Bachelor's degree in Human Resources or labor-related field from an accredited college or university.
- Advanced degree and/or SPHR certified preferred.

Experience:

- 8 to 15 years of relevant work experience

Knowledge, Skills and Abilities

Knowledge of (B/basic; J/journey; E/expert):

- General Human Resources policies and procedures (E)
- Labor contracts and labor union environment (E)
- OSHA, EEO, ADA, and related employment, labor, and safety rules and regulations (E)
- Management and supervisory concepts and techniques (E)
- Recruitment and employment practices (J)
- Relevant division concepts, procedures, and regulations (J)
- Associate relations (E)
- Training and associate development (E)
- PC word processing/spreadsheet software (E)

Skill and ability to:

- Collaborate with senior executives to help drive strategy, execution and alignment
 - Communicate effectively with labor unions
 - Work effectively in a general business environment, with a focus on high levels of quality and customer service
 - Interpret labor or human resources anomalies and identify appropriate solutions
 - Communicate and coordinate effectively with associates at all organizational levels verbally and in writing
 - Prepare a variety of comprehensive administrative and technical documents and reports
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- Prepare and deliver presentations to management, external agencies, and associates
 - Act in accordance with GSF's Values and Creed

LEADERSHIP/MANAGEMENT RESPONSIBILITY

Provides oversight of human resource programs serving hundreds of associates through a solid line relationship with field HR managers and in collaboration with all business group leaders.

PERFORMANCE CATEGORIES

- Productivity/quality standards: accuracy, timeliness, thoroughness
- Productivity/quality standards: human resources recruitment and retention
- Productivity/quality standards: associate performance appraisal
- Productivity/quality standards: associate relations
- Associate development
- Regulatory compliance
- Labor contract administration
- Budget
- Cost containment
- Teamwork within the department and across departments
- Project/assignment standards
- Customer satisfaction
- Safety standards and procedures: associates

About this company

QCD is a wholly-owned subsidiary of Golden State Foods, which is one of the largest diversified suppliers to the Quick Service Restaurant industry, servicing 100+ customers and 125,000+ restaurants on five continents. Founded in 1947, the \$6 billion company is values based with proven performance in superior quality and customer service in both manufacturing and distribution. With approximately 4,500 employees worldwide, GSF's core businesses include: processing and distribution of liquid products, meat products, produce, dairy and other services, providing a variety of networked solutions for the total supply chain spectrum. One of GSF's global principles is to protect the environment, and it continues to strengthen that commitment as noted in its statement of environmental policy. The Company also runs the GSF Foundation for kids, a non-profit organization to help children and families in need.

gsfhr@goldenstatefoods.com

HR Consultant (Los Angeles)

- Must have Social Audit Experience
 - 4-6 month contract
 - Degree and 10+ years of HR experience a must
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HR Generalist (SFV)

- Degree a must
- 3+ years of Generalist experience
- Bilingual Spanish
- Manufacturing industry

Human Resources Recruiter (SFV)

- Degree a must
- 2+ of full cycle recruiting
- 1 year minimum working in an HR dept.

Human Resources Assistant (SFV)

- 1 year of HR experience
- Degree a must

Ana Luna | Market Manager I
Ultimate Staffing Services | Ledgent Finance & Accounting
aluna@ultimatestaffing.com

Human Resources Assistant

Successful, growing, stable company in Simi Valley is seeking a qualified “hands on” Human Resources Assistant who has basic knowledge of HR, benefits, employment law and recruitment. We offer competitive pay and a supportive professional environment.

Overview: Under general supervision, prepares documentation and forms for support of the Department, develops and maintains Human Resources programs, maintains documentation and records within the Human Resources Department and supports the various programs and mission of the Human Resources Department. The confidentiality of employee information and communications must be maintained within the HR Department.

Department Mission: The mission of the HR Department is to create a work environment that facilitates the organization’s timely delivery of quality products and services to its clients by (1) treating all employees and managers as our customers, (2) delivering accurate information to our customers in a responsive and courteous manner, (3) fostering an atmosphere of trust, safety and mutual respect, and (4) providing valuable tools and resources to our customers that advance performance improvement and employee development.

Deliverables

- Provides a high degree of customer service and job effectiveness when responding to executive, manager and employee requests, both in routine and unusual situations
 - Process timecards, enter data into Paychex and process bi-weekly payroll
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- Process all payroll and HR-related forms and requirements
 - Phone Screening of applicants
 - Responsible for Employee Information Changes
 - Verification of Employment
 - Manages scheduling and logistics of all interviews between candidates and hiring managers
 - Reference checks
 - Review unemployment claims
 - Support annual review process
 - Assist management with the implementation and communication of any new human resource programs/initiatives
 - Reconciliation of Invoices
 - Maintains personnel and medical files
 - Performs filing and various other HR administrative duties as necessary

Behaviors Necessary for Job Success

- Maintains confidentiality of employee information and sensitive organizational matters.
- Demonstrates even temperament and adaptability to a variety of situations involving management, employees & vendors
- Fosters teamwork and mutual respect within home department and throughout the organization
- Maintains consistency in work habits and interactions with co-workers and customers
- Maintains dependability and quality standards set by department management
- Maintains regular attendance and excellent punctuality
- Complies with all organization and departmental policies and procedures
- Interacts face-to-face with co-workers, team members, management and other organization personnel on a daily basis to accomplish duties and responsibilities

Prerequisites for the Job

- High School Diploma or GED required.
 - Three plus years minimum previous HR experience
 - Strong computer skills, which includes proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook) and HRIS systems
 - Proficiency in both oral and written English
 - Strong organizational skills and attention to detail
 - Excellent teamwork and interpersonal skills
 - Must exercise a high degree of tact, diplomacy and discretion
 - Must have outgoing and congenial personality
 - Able to work independently
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- Regular attendance and excellent punctuality
 - Bilingual a plus

If you would like to become part of our team and are looking for opportunities for growth and longevity, please submit your resume to job4hr@aol.com.

Temporary Recruitment Assistant

The Archdiocese of Los Angeles is seeking a Temporary Recruitment Assistant. The assignment will be from two to five months. You will be supporting two Employment Managers at the Archdiocesan Catholic Center. Intermediate to Advanced skills in excel, database creation and management, and Outlook are required and fluent oral and written skills in English and Spanish preferred.

Responsibilities:

- Prepare and process job requisitions
- Prepare, update and finalize job descriptions
- Post job openings using a variety of recruitment sources
- Pre-screen resumes and applications
- Coordinate skills testing and fingerprinting
- Assist with background checks and pre-employment drug screening/medical exams process
- Set interview appointments, to include sending interview/start date confirmations & Calendar Reminders
- Send no interest notices
- Prepare offer letters
- Maintain electronic and paper files

Qualifications

- One year recruitment experience
- Intermediate to Advanced computer skills in word, outlook and database management
- Excellent customer service and phone etiquette skills
- Bilingual skills in English and Spanish
- Initiative and creativity

Interested candidates should send their resume and submit a completed Archdiocese Employment Application (which can be obtained at www.la-archdiocese.org under the Jobs tab) to: employment@la-archdiocese.org.

In order to be considered, include the job title in the subject line.

Recruitment Sourcing Specialist (Contract) -00000TGV

Description

Johnson & Johnson Talent Acquisition is currently seeking a Contract Sourcing Specialist to proactively identify and recruit top talent in a highly competitive employment marketplace. This position can be located in Irvine, Fremont, Los Angeles, or Menlo Park, CA.

The Contract Sourcing Specialist is responsible for partnering with Recruiters and Hiring managers within the Johnson & Johnson Family of Companies to deliver high quality professional and executive level candidates by utilizing strategic sourcing methodologies, business intelligence, internal and external networks, professional organizations, branding initiatives, and technology tools in support of strategic business objectives. The Contract Sourcing Specialist is focused on providing and managing the full spectrum of recruitment sourcing services for the J&J family of companies.

This position is responsible for driving compliance in the talent acquisition process across all stakeholder groups - hiring managers, recruiters, HR, candidates, and the Talent Acquisition Group. Through excellent service delivery and expert consultation, the Contract Sourcing Specialist gains the trust and confidence of candidates, recruiters, and hiring managers, and is an integral part of the recruiting team. This individual ensures that Johnson & Johnson is represented in the most accurate and appropriate way to all candidates, and personally drives the highest standards of ethical behavior for all involved in the recruiting process. This person maintains accurate, updated and compliant information in employment management systems. In addition, the Contract Sourcing Specialist exercises appropriate discretion in the expenditure of company resources related to the recruiting/sourcing process, ensuring the appropriate risk/benefit and/or return on investment is provided for expenditures.

Qualifications

A minimum of Bachelor's degree is highly desired. At least 5 years of documented success in a recruiting/sourcing role either in a corporate or agency setting is required. Total experience can include some years of related experience in recruiting or sourcing (i.e. recruiting responsibility in an HR generalist role). Demonstrated success in a high-volume recruiting role for a wide variety of exempt positions within Sales or Marketing is desired.

Must have strong analytical and interpersonal skills, and the ability to work individually as well as a team member. The ability to multitask, work in a fast-paced environment, and work with highly confidential information is required. Documented success in the recruiting industry, passive recruiting skills, cold calling experience, an established functional network, training in behavioral interviewing assessment, honed candidate management skills, and AIRS or related certification are all assets. Experience with Taleo or another Applicant Tracking System is required.

This position can be located in Irvine, Fremont, Los Angeles, or Menlo Park, CA.

http://jobs.jnj.com/job/Irvine-Recruitment-Sourcing-Specialist-%28Contract%29-Job-CA-92602/223081700/?utm_source=linkedin&utm_campaign=GW_RSS_IRVINE

The New Teachers Project (TNTP) seeks a full-time [Vice President for Human Capital](#). This position is available immediately, will be based in our Brooklyn central office or from a home office anywhere in the United States, and will require occasional travel.

Talent & Operations Group, Human Capital Department

TNTP's Talent & Operations Group focuses on the long-term sustainability of the organization, ensuring all initiatives at TNTP have the staff, financial resources, and efficient operations needed to be successful.

The Human Capital Department ensures that TNTP can find, develop, and retain our most valuable asset: our talented staff, currently more than 350 individuals in 30 states nationwide. We lead the recruitment and selection, development, compensation, benefits administration, and performance evaluation of our exceptional staff of educational leaders.

Since TNTP's inception, we have built a distinctive culture centered on our work and our people. The Vice President, Human Capital will have the opportunity to guide this culture, and to implement strong practices in an organization that – in its very fabric – is focused on human capital in education. Our culture values our people as individual professionals, always with the belief that they are more persistent and tenacious than any challenges they face. We are encouraged to be frank, but also expected to be caring. We adapt, reprioritize, and seize the moment, and while we are driven by goals, we know that our people, their goals, and their engagement are everything.

Role and Responsibilities

The Vice President, Human Capital will report to the CEO and will be a leader in setting the vision, culture and goals of Human Capital at TNTP. Just as teachers are essential to their students' success – our staff are the secret to ours.

As the strategic leader of the Human Capital Department, the Vice President will consistently grow the quality, diversity and engagement of TNTP's staff so that all initiatives across the organization can have the strongest possible impact on teacher effectiveness and, ultimately, on closing the achievement gap.

Specifically, the Vice President will:

- Lead the strategic direction of the Human Capital Department
 - Work with organizational leaders and Partners in Human Capital to set and attain annual goals for the department and for TNTP
 - Identify opportunities to continually strengthen the engagement and development of TNTP's diverse staff
 - Work with Human Capital and other TNTP staff to evaluate data, assess progress toward goals, and identify challenges and opportunities
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- Manage four Human Capital Partners and one Director who oversee talent acquisition, talent management and total rewards (compensation, benefits, etc.) in the organization
 - Engage with TNTP's Leadership Team members on a regular basis, on organizational strategies and programs impacting staff
 - Inform the development of new TNTP initiatives from the Human Capital perspective and provide guidance on issues that help shape the organization's direction and impact as a whole

Qualifications

We seek highly achievement-oriented self-starters with a passion for our mission.

Successful candidates will have the following minimum qualifications:

- Proven experience leading an organization, significant initiative or team, including setting the vision and strategy
- Ability to feel at home working at a visionary/strategic level but be fully willing to roll up your sleeves and dig into tactical work as well
- Exceptional interpersonal and relationship-building skills with staff at all levels of an organization
- Demonstrated track record of achievement and results
- Prior strong experience managing staff
- Deep expertise in at least one of the following areas: diversity recruitment or training, talent development, management, or strategic HR practices (a plus)
- Ability to overcome barriers and meet goals, especially in a fast-paced environment
- Ability to critically assess challenges and identify flexible, effective solutions
- Outstanding oral and written communication skills
- Basic comfort with reviewing data and using it to drive decisions and communication
- Evidence of a strong commitment to urban education issues (a plus)

What We Offer

TNTP offers a competitive salary commensurate with experience in a similar position with the potential for an annual performance based bonus. We offer a comprehensive benefits plan, covering 100% of the employee premium for the base medical plan and subsidizing the majority of costs for a spouse/domestic partner and children. Other benefits include dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options, generous vacation time, commuter benefits, referral bonuses, professional development, and a 403(b) plan with employer matching. We also offer an inclusive environment where staff are encouraged to bring their whole selves to work each day. TNTP may also offer a relocation stipend to help defray the cost of moving for this role, if applicable.

To Apply

Please submit your resume and tailored cover letter online at:

http://ch.tbe.taleo.net/CH05/ats/careers/requisition.jsp;jsessionid=509AA5DD68D14BA11F3AAA81FA474F77.NA10_primary_jvm?org=THENEWTEACHERPROJECT&cw_s=1&rid=1739

It's in your best interest to apply as soon as possible to be considered for this position. We will not consider applications without a cover letter tailored to this position, which can be addressed to the Human Capital department. Please note that an offer of employment will be subject to the successful completion of a background check. At TNTP, we know that diversity makes us stronger and challenges us to think differently every day. TNTP provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, national origin, age, veteran status or disability.

Learn More

TNTP: www.tntp.org

Benefits: <http://tntp.org/join/our-benefits>

Hiring process: <http://tntp.org/join/hiring-process>

Life at TNTP: <http://tntp.org/join/life-at-tntp>

Immediate Need for a **Learning & Development Director**, (EMR Services & Medical Scribes Services)

Reports to: Vice President, Human Resources

Location: Woodland Hills, CA

Compensation: Base 125K – 140K, plus 20-25% Bonus

Position Description:

The Learning and Development Director is responsible for developing and implementing the L&D strategy for the business that will enable the effective development, coordination and delivery of company-wide learning and development programs.

Duties and Responsibilities:

- Assesses company-wide developmental needs to drive training initiatives.
 - Identifies and implements training solutions to meet the needs of various audiences.
 - Develops and/or procures compliance, management development and core business curriculum
 - Actively searches for, and creatively designs and implements effective methods to educate employees
 - Conducts follow-up studies of all completed training to evaluate and measure results; modifies programs as needed; develops effective training materials utilizing a variety of media.
 - Develops trainer development programs and coaches others involved in training efforts.
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- Develops L&D budget and monitors spending against the departmental budget.
 - Exemplifies the desired culture and philosophies of the organization.
 - Manages Learning & Development Staff
 - Work effectively as a team member with other members of management and the Human Resources department.

Primary Working Relationships

- Chief Human Resources Officer
- Vice President, Operations
- Chief Medical Officer
- Learning & Development Staff
- Operations Management Team
- Human Resources Team

Minimum Qualifications/Experience:

- A bachelor's degree in education, business administration or liberal arts or at least five years of teaching equivalent.
- At least five years of experience leading Learning and Development departments
- At least five years of experience in a corporate or business setting, preferably in learning and development, human resources or Operations in L&D capacity.
- Proven ability to lead by example and foster mentoring relationships.
- Outstanding verbal, written, presentation skills.
- Ability to create momentum and foster organizational change.

Full benefits provided!

Qualified candidates please send resume in Word format to: Todd Markowitz,
Executive Recruiter/Partner at De Forest Search Partners
todd@deforestsearch.com.

Senior Labor Relations Manager

Location: Irvine, CA

Job Type: Direct Hire

Salary: \$100,000.00 - \$110,000.00

Degree: Bachelor's

Job ID: 02095505

SUMMARY

Large, publicly-held retail company is seeking a Sr. Labor Relations Manager for their regional office location in Irvine, CA.

RESPONSIBILITIES

This position is responsible for the negotiation of collective bargaining agreements, the administration of collective bargaining agreements, grievance investigations, grievance resolution, arbitration preparation, preliminary responses to unfair labor practice charges and union awareness training. 25-75% travel depending on time of year.

QUALIFICATIONS

Qualified candidates will have a Bachelor's Degree and 8+ years of HR experience in a multi-site environment. Prior labor relations experience required, including administration of a collective bargaining agreement, management of the grievance process, and prior participation in labor contract negotiations. 1st or 2nd chair negotiation experience is highly desired.

<http://jobs.bertramandassociates.com/JobSeeker/UploadResume.aspx?jid=02095505>

Kelly OCG...more than a job, it's a passion! We are currently looking to add an [Associate Recruiter](#) to our team.

This is an individual contributor position but must also act as a positive and contributing team member.

The Associate Recruiter will perform a part or one or more of the following responsibilities:

- Edit internal and external non-RPO (corporate) job descriptions – mainly formatting the template for each job title
- Post internal and external jobs to applicant tracking system
- Develop prescreening questions in applicant tracking system for internal and external postings
- Paper review (screen) internal and external resumes to compare general background to requirements and share most qualified candidates with recruiters
- Conduct basic phone screens, as needed
- Disposition internal and external candidates that have applied to the requisition per the recruiters direction
- Coordinate and schedule internal and external interviews for candidates
- Schedule phone interviews for recruiters
- Be a resource to recruiters for questions
- Escort external candidates to interview rooms

Skills required:

- Minimum education required: Bachelor's degree or equivalent work experience in what field of study: Staffing Industry or Corporate Recruiting.
 - Minimum years' experience required: 1-3 years full life cycle recruiting experience.
 - ATS experience – required, Taleo preferred
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- Solid understanding of the hiring and on boarding process (postings, screening, interviewing, offer paperwork and on-boarding).
 - Administrative support activities in a team environment.
 - Demonstrates the ability to work in a fast paced, intense work environment and adapt to constant changes and competing priorities
 - Must have a strong commitment to quality and ethical behavior and maintain high level of confidentiality
 - Ability to maintain a high level of confidentiality
 - Must possess exceptional organizational, time management, administrative and customer service skills.
 - Ability to use “listening” responses during interviews and ask questions and/or rephrase comments to ensure understanding during interview.
 - Effectively builds rapport with Hiring Manager and other internal team members
 - Demonstrates the ability to build rapport with job seekers
 - Drives results in a positive and professional manner in a deadline-oriented environment
 - Effectively utilizes strong communication, interpersonal and consultative skills
 - Strong attention to detail
 - Excellent diction, grammar, pronunciation and articulation are required
 - Possess upbeat and enthusiastic voice tone
 - Effectively works in partnership with Recruiter to maximize candidate flow
 - Desired Skills and Experience
 - Technical:
 - Must have the ability to quickly learn and navigate new software programs
 - Operational experience with at least one Applicant Tracking System required
 - Identifies and screens candidates according to OFCCP guidelines
 - Executes accurate data capture and timely reporting on key staffing metrics in client’s ATS and/or other tracking mechanism such as Excel
 - Demonstrates knowledge of applicable employment laws
 - Effectively manages a requisition load
 - Proficiency in Word, Excel, PowerPoint , Outlook, Lotus Notes and Internet
 - Edit internal and external non-RPO job descriptions– mainly formatting the template for each job title
 - Post internal and external non-RPO jobs to Taleo
 - Develop prescreening questions in Taleo for internal and external non-RPO postings
 - Paper review (screen) internal and external non-RPO resumes to compare general background to requirements and share most qualified candidates with TMS recruiters
 - Conduct basic phone screens, as needed
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- Disposition internal and external non-RPO candidates that have applied to the requisition per the recruiters direction
 - Schedule internal and external non-RPO interviews for candidates
 - Schedule phone interviews for recruiters (non-college]
 - Be a resource to Kelly RPO recruiter for questions on interview rooms and ensuring room locations of schedules make sense
 - Escort non- RPO and Kelly RPO external candidates to interview rooms

Please apply online at:

https://www.linkedin.com/jobs2/view/24831677?trk=jsrp_job_details_text

HR Coordinator (Temporary) in Pasadena, CA

Job Summary:

Provide administrative support to the Asst. HR Manager and members of the Corporate Human Resources department on all personnel matters and company events. Services provided may include administration of Tokio Marine's tuition assistance program, corporate social responsibility (CSR), training, and special projects.

Essential Job Functions:

- Assist department in carrying out various human resources programs and procedures for all employees.
- Administers all aspects of Tokio Marine's tuition assistance program.
- Communicates project and training information through relevant intranet pages, emails, postings, and newsletters.
- Administers course enrollments and tracks employee participation.
- Oversees and administers lunch and learn program for the Pasadena branch.
- Maintains and manages relationships with outside vendors and professional organizations as appropriate.
- Handle and plan corporate social responsibility activities and Customer Service Week
- Administer company events as required. Coordinates employee activities, company off-sites and special events (i.e company holiday party, CSR hands on activities, etc.)
- Administers all aspects of training support, including calendaring, room reservation, ordering and receiving materials, photocopying, registration, evaluation summaries, catering, and other duties as necessary.
- Assists with temporary recruitment; assist in full-time recruiting efforts as well as the Summer Internship program.
- Prepare monthly HR reports as needed
- Control chronological, functional, and employee files

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- Assist in processing of temporary service invoices in Concur, as well as other human resources expenses.
 - Assist in on-boarding training for new hires

Qualifications:

- BA/BS degree required
- 2 years' experience in HR or administrative role
- Strong organizational skills with ability to handle multiple tasks simultaneously
- Strong customer service/client-oriented skills
- Excellent communication (oral and written)
- Excellent in Microsoft Word, Excel, PowerPoint
- Ability to maintain confidentiality
- Ability to consult with professionals at all levels within the organization

Candidates should submit their resumes directly to: Nora.DiazdeLeon@tokiom.com

Training and Development Manager

Superior Grocers, a leading and growing independent supermarket chain, is looking for a corporate Training and Development Manager in Santa Fe Springs, CA.

Responsibilities:

- Work with Senior Management to develop Training and Development strategies that support the company's overall strategic business priorities.
- Manage all administrative aspects of the department including budgets, forecasting, and payroll.
- Oversee the community relations objective of opening new store locations.
- Develop the recruitment strategy for new store locations and employee training and orientation programs.
- Formulate standardized training and development policies, procedures, and improvement plans consistent with strategic business needs, changes in culture, philosophy, business model, processes, etc.
- Create and facilitate ongoing focus groups with store managers and appropriate staff to develop programs to improve performance and reduce turnover.
- Design and manage strategic plan to improve the customer service efforts in stores and secret shopper scores.
- Design and directly oversee the curriculum development all training programs
- Supervise department staff and ensure that all employees you are responsible for take their meal and breaks.

Requirements:

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- Bachelor's degree in Education, Business, HR management, Training & Development, or related area.
 - 5-7 years of Retail Grocery training or related business experience in employee training and/or organizational development.
 - Strong interpersonal skills and ability to interface with all levels of the organization are a must
 - Strong knowledge of training systems management, strategic business planning, needs assessment, as well as strong knowledge of employee performance standards, organizational development, and project management.
 - Requires travel to various store locations.
 - Efficient in Word, Excel and PowerPoint. Report Writing, Pivot Tables and advanced spreadsheet applications desirable.
 - Knowledge of Kronos or other HRIS systems is preferred.
 - Ability to multitask
 - Ability to speak in public setting
 - Able to motivate and supervise employees
 - Excellent writing skills

Competitive wages and full benefits package.

Alan Derow, Benefits Manager, Superior Grocers
Interested parties can contact me directly at aderow@superiorgrocers.com.

Staff Accountant

Position Summary:

Report directly to the Financial Accounting Supervisor. Assist in all matters relating to financial and operational reporting. Primarily responsible for assigned account reconciliations, journal entries, and sales reporting schedules. Additionally, this position will be involved in the month end close process.

Roles & Responsibilities:

- Prepare monthly journal entries
 - Reconcile various asset and liability accounts as assigned.
 - Assist Financial Accounting Supervisor in streamlining current reporting processes.
 - Inventory & Shrink Analysis.
 - Prepare Ad Hoc reports as requested by management.
 - Prepare daily and weekly sales reports for senior management.
 - Work closely with Chief Accounting Officer on financial analysis and financial modeling.
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Job Requirements:

- This position requires a bachelor's degree in accounting or related discipline.
- This position requires at least 0-2 years of accounting experience.
- Experience in performing full-cycle accounting close a plus.
- Inventory related experience a plus.

Knowledge:

- Strong technical skills in applying US GAAP rules are a plus.
- Intermediate to advance knowledge of Microsoft Excel required.
- Knowledge of Lawson system is a plus.
- Exposure to the following industries is preferred: grocery retail, warehousing and distribution

Skills and Ability:

- This position requires a demonstrated ability to communicate effectively, both verbally and in writing. Effective communication will be important when planning, executing, and reporting on the results of internal projects as well as presenting other matters to management.
- Demonstrated numerical aptitude required.
- Other skills that are important include: building rapport with management, analytical skills in order to identify the source of issues identified, and strong organizational skills to be able to manage area of responsibility and projects effectively and efficiently.

Alan Derow, Superior Grocers

I can be used as the main contact - aderow@superiorgrocers.com.

Human Resources Manager-Tile and Stone Distributor

West Hollywood, CA

Leading designer and marketer of the world's finest tile & natural stone. In sustaining our national growth, we are seeking knowledgeable, career-minded professionals to become a part of our team.

- Day to day generalist,
 - Supervise 2-3 recruiters & 2 HR coordinators
 - Implements, and maintains all Human Resources policies and procedures in conjunction with Federal, State, local laws, regulations, and compliance standards.
 - Manages all HRIS and employee data integrity, reporting and maintenance.
 - Partners with functional leaders including: Finance, Operations, Marketing, Sales, Procurement and IT in leading and supporting business initiatives.
 - Provides enterprise Human Resources support for 500+ employees.
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- Advises client group on the Company application and policies regarding employment, benefits, workers compensation, leaves, and other Human Resources entities

MUST have experience recruiting sales people and Account Managers
BS Degree. Coming out of an inventory driven business would be ideal.
Multi location is a plus.

Experience with implementing HRIS or HR databases is preferred.

Strong working knowledge of Excel.....Lots of workarounds are done on spreadsheets.

- Degree in Business Administration or a related field with a human resources focus and 10 years plus progressively responsible experience in human resources management, preferably in a distribution environment.
- PHR/SPHR certification preferred
- Ability to build teams, mentor staff, and communicate effectively with others within the organization.
- Knowledge of state and federal employment laws, labor law, and a thorough working knowledge of workers compensation law.
- Effective interpersonal communication (written and presentation), facilitation, and organization skills with a mind for detail and follow-through.
- Demonstrated ability to develop project timelines and manage projects and tasks.
- Diverse knowledge of employee benefits and pay for performance programs.
- Ability to travel as 6-8 times per year, sometimes on short notice.
- Sound evaluative, decision-making, and negotiating skills.
- Strong experience with talent pool development, organizational design, project management, and group facilitation.
- Strong leadership, business acumen, influencing, and consulting skills required.

Please forward resume to Sue Kimble, De Forest Search Partners, at
suekimble1@gmail.com.

Senior Health and Benefits Consultant (Los Angeles or Newport Beach, CA)

We currently have an exciting career opportunity for a Senior Health and Benefits Consultant in our Los Angeles or Newport Beach, CA office. This position will support Aon's Health and Benefits group.

JOB OVERVIEW

To assist practicing client leads on an assigned book of business (eight to ten accounts) and manage key assignments for clients as assigned. To provide technical support to consulting staff in managing client projects.

DUTIES AND RESPONSIBILITIES

- Possess a broad understanding of Health and Welfare plans.
- Specific areas of expertise required for this position include plan compliance, Request for Proposal (RFP) development and response, carrier negotiations, stewardship report preparation, and carrier contract review.
- Must work well with internal and external Aon client team members by having excellent written and verbal communication skills. Must be capable of maintaining and developing good working relationships with team members.
- Responsible for effectively managing client team deliverables.

Specific job responsibilities include:

- Renewals - update plan designs into our proprietary database; prepare plan design summary exhibits for all lines of coverage.
- Marketing – prepare, correspond and distribute RFP's to vendors. Prepare marketing results, financial ratings and disruption analysis for all lines of coverage. Prepare compliance and transparency authorization to the client.
- Ongoing Consulting Service – advise on general health and wealth fare plan compliance; assist clients with claim, billing and eligibility issues; coordinate with proprietary database for Aon compliance requirements; review summary plan descriptions; coordinate with communications practice on client employee communications, maintain and track activities on the client service calendar; coordinate Form 5500 filings; request and prepare benchmarking data; review plan utilization; facilitate implementation meetings; prepare meeting notes and action items; answer day-to-day client questions; attend client meetings.
- Participate, as needed, on task forces and special project teams.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience.
 - Ideal candidate will have 5-7 years of experience in the group health & benefits industry.
 - Strong organizational and project management skills.
 - Client service orientation that develops and maintains an understanding of client needs and expectations.
 - Business communication ability that is able to give non-technical explanations to technical matters
 - Prepares and presentation of clear, accurate and concise reports.
 - Values the roles and functions of teamwork in order to complete client projects. Works well with colleagues at all levels and is viewed as a team player.
 - Open to honest communications with others and takes responsibility for own mistakes or customer service problems.
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- Ethical behavior that adheres to professional standards and ethics and demonstrates the highest level of integrity and honesty in all interactions.
 - Appropriate Insurance License / Life and Health

Aon offers competitive compensation, exceptional benefits, continuing education & training, a unique internal advancement program, and tremendous potential with a growing worldwide organization.

All positions at Aon require an applicant who has accepted an offer to undergo a background check. The checks run are based on the nature of the position. Background checks may include some or all of the following: SSN/SIN validation, education verification, employment verification, criminal check, search against global sanctions and government watch lists, fingerprint verification, credit check, and/or drug test. By applying for a position with Aon, you understand that you will be required to undergo a background check should you be made an offer. You also understand that the offer is contingent upon successful completion of the background check and results consistent with Aon's employment policies. You will be notified during the hiring process which checks are required by the position.

Aon's professionals are unwavering in their client focus and integrity. We promote diversity, professional development, frugality and stewardship, applying a disciplined non-bureaucratic approach to help our clients realize their business potential. Drawing on our experienced team as a competitive advantage, Aon employees have the freedom to take risks, foster innovation, champion for change and replicate best practices.

For more information about Aon Corporation, visit our website at <http://www.aon.com>.

Aon is an equal opportunity employer committed to a diverse workforce. M/F/D/V

DISCLAIMER:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Click here to find submission information about this job.

<http://careers.aon.authoria.com/viewjob.html?erjob=132307&eresc=ERNOTIFY>

To get the rest of our jobs, please click on:

<http://careers.aon.authoria.com/joblist.html?erpc=matchingjobs&eresc=ERNOTIFY>

Human Resources Representative

We currently have a career opportunity in our Human Resources Department for a motivated self-starter who can work independently and is able to multi-task. The Human Resources Representative's main responsibility is managing the full life cycle of recruiting.

Responsibilities:

- Source candidates, screen resumes, interview, schedule interviews for hiring managers, administer offer process and hire and facilitate on-boarding.
- Manage requisitions and work closely with hiring managers to refine job descriptions and job advertisements to attract job candidates.
- Implement recruitment plans and remain current on best recruiting practices.
- Manages additional responsibilities including temporary staffing, recording employee status changes, applicant tracking, and vendor contracting.

Qualifications:

- BA/BS degree required
- Knowledge of internet recruiting techniques. Experience with CareerBuilder and LinkedIn web based recruiting products a plus.
- 3-7 years HR work experience with at least 2 years in a recruiting capacity preferred
- Proficient in MS office required. Experience with iCims Recruiting and ADP HR & Benefits preferred.
- Outstanding business communication skills, verbal and written

We offer a competitive compensation package and a wide range of benefits including an on-site fitness center.

To apply follow the link below:

<https://careers-electrorent.icims.com/jobs/1021/human-resources-representative/job>

Senior HR Generalist Needed- UP to \$65K

Our client, located in Culver City, is looking for a Senior Human Resources Generalist. As the Sr. Human Resource Generalist you will develop and provide monthly reporting and actionable recommendations to improve safety performance. You will also handle performance management/employee relations, all training's including annual requirements, safety program, policies and implementation. As the Sr. Human Resources Generalist you will also handle Workers Compensation program management, oversight and full life-cycle administration, handle incident reporting and recording employee and client. Handle medical release, HIPAA and CIP. You will manage employee files and new hire data integrity. You will help to increase retention and have great customer service skills. As the Sr. HR Generalist you will serve as a strategic business partner to ensure HR strategies are aligned to support the business strategies and objectives. The position will also be accountable for driving HR / business and safety projects and initiatives across all client groups including, but not limited to: Talent and succession planning; Performance management; Strategic Workforce planning; Organizational design & integration; Mentoring; Leadership development; Employee recognition programs.

Key Requirements, Knowledge and Ability:

Bachelor's Degree with minimum 10 years of progressive HR experience including labor relations with at least three years previous leadership experience; or Master's Degree with minimum 7 years of progressive HR experience with at least five years of progressive leadership experience. SHRM Certification Preferred.

If you are interested and qualified in this role please go to www.officeteam.com and apply to job order 00321-010403.

Human Resources Business Partner- Up to \$80K

Media company located on the west side is in need of a Human Resource Business Partner to join their growing HR team. As the HR Business Partner you must be knowledgeable with California state laws and US laws. You must have at least 5 years of experience in Human Resources, a can do attitude, and not be afraid to jump right in. Knowledge of Taleo and Oracle is a huge plus for this role! A large part of the job for the HR Business Partner will be to onboard new companies that were recently acquired, making sure that all policies, procedures, employee files, and day to day functions are up to state law. You will also work with managers to create performance goals for their teams, setting up objectives and doing performance reviews. As the HR Business Partner you will report into the HR Director. The company has around 800 employees and the office in West LA has 50-60 employees. This is a temporary role expected to go full time after about one month. Once full time the company offers Medical, Dental, Vision, and Life Insurance after 30 days, 15 vacation days, and AFLAC. Once full time the position will pay up to \$80k/year, DOE.

If you are interested and qualified for this role, please go to www.officeteam.com and apply to job order 00321-010375.

Human Resources Coordinator- Must Speak French!

Our west side client is in need of an HR Coordinator/Assistant, who is bilingual in French, to join their team on a full-time basis. In this role you will be required to provide administrative support of day-to-day HR operations, provide back up to shared service personnel as needed to maintain continuity of operations, including prepare new hire/termination packets for employees and interact with benefits outsourcer to address day to day issues or questions. You will also be asked to support new hire processes and documentation requirements, create and edit job descriptions, keep records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting and maintain knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance. As the HR Coordinator/Assistant you will also be required to respond to inquiries regarding policies, procedures and programs, create, revise and monitor selection process materials, hiring tools and techniques for compliance, and participate on department and cross functional teams and assist with implementation of new or enhancements to HR systems. The ideal candidate will be able to handle multiple priorities accurately and timely, have two to three years

relevant work experience in Human Resources, knowledge of HR operations and administration required, knowledge of HR-related state and federal regulations preferred, and generalist experience in a company with 500+ employees preferred. A Bachelor's degree in Human Resources, Business Administration, or related discipline from four-year college or university preferred but not required. Bilingual in French is a must for this position as you will be working with the office in Canada. This is an open ended position that can go full time for the right person.

If you are interested and qualified for this role, please go to www.officeteam.com and apply to job order 00321-010383

District Sales Manager for a client of mine in the mattress manufacturing industry.

Location: So Orange County, CA

Reports to: Director of Sales

Mission: Developing business with Doctors

Compensation: Total comp opportunity around \$150,000

Responsibilities:

- The primary responsibility of the District Sales Manager is to ensure that company sales and gross profit goals are achieved or exceeded by successfully managing, coaching and leading the Reps.
- The District Manager will lead the sales team to successfully develop new Partnership Programs with local businesses while simultaneously ensuring each retail store achieves its monthly sales objectives.
- The second core responsibility of this role is to provide the necessary planning, organization, training and performance management to meet or exceed the sales goals of each Rep.

General Skills and Abilities:

- Goal Orientation / Initiative– a demonstrated ability to set and deliver personal and team goals. Understands the marketplace and ensures cost effective Partner Programs are implemented per the company strategy.
 - Commitment and Follow Through – a demonstrated ability to anticipate and solve day-to-day business problems in conjunction with appropriate supervision and input from the Director of Sales. Consistently delivers on expectations. Always gets the job done.
 - Communication – exceptional oral and written communication skills. Demonstrated success in previous consultative selling roles.
 - -Innovation – the ability to think outside the box and creates action plans to deliver results in a faster and better way. Can assess situations and develop steps to overcome challenges yet build consensus with others.
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- Flexibility – demonstrated ability to change directions and accept feedback. Open-minded and willing to be coached while providing coaching to others.
 - Detail Minded – able to create processes and procedures. Has demonstrated data analysis while delivering exceptional results. Holds self and others accountable to company policies and procedures. Had intermediate knowledge of excel and can create and use analytic reports to optimize Partner Program coverage and relationships community relationships.
 - Manage & Coach – exceptional demonstrated ability to hold self and other team members accountable. Can establish specific goals for each team member and effectively coach individuals based on their unique skills and opportunities. Has a clear understanding of the company priorities, processes and people development plans and keeps all direct reports on plan.
 - Leadership –demonstrated ability to positively influence others and has effectively inspired others to reach beyond the status quo. Can anticipate challenges and make recommendations to management and execute on new business building processes.

Qualified candidates please send resume in Word format to:
todd@deforestsearch.com.

Global Director – Talent Acquisition, Deckers Outdoor Corporation

Started in 1973 by a University of California, Santa Barbara student who began making and selling sandals at craft fairs along the West Coast, Deckers Brands (\$1.6B, NYSE: DECK) now has 2,300 employees across 50 countries and operates 126 company-owned stores as well as a rapidly expanding e-commerce/digital flagship. Deckers Footwear, apparel and accessories lifestyle brands include UGG® Australia, Teva®, Sanuk®, Mozo®, Ahnu®, Tsubo® and Hoka One®. Deckers brands are prominently offered at large retail partners such as REI, Nordstrom and Urban Outfitters.

Having been named one of Fortune's Top 100 Growing Fastest Growing Companies, Deckers will continue to grow and expand its Direct-to-Consumer footprint thru new brand pipeline/incubation, expanding store count and the burgeoning growth of its robust Omni-Channel strategy.

Perennially named to Outside Magazine's Best Places to Work list, Deckers' company culture blends ambitious and driven work-ethic with its California roots (a fleet of bikes and paddleboards are provided for lunchtime trips to the beach that is less than a mile from Headquarters). Other onsite benefits at Headquarters include car washes, dry cleaning, massage therapy, a fresh produce truck and a coffee service (with the use of reusable mugs, of course!).

Based at Headquarters in Santa Barbara, CA (Goleta), The Director of Talent Acquisition will develop recruitment strategies, workforce planning and succession planning based on strategic business goals across the core enterprise business as well as Deckers' portfolio of brands.

I'd love to hear any suggestions or insights you may have regarding potential candidates for the role.

Jeremy Cohen, General Manager
The Talent Studios – Los Angeles
578 Washington Blvd. #148, Marina del Rey, CA 90292
310-507-7836 (o) | jcohen@talentstudios.com | www.talentstudios.com

Human Resources Analyst

Reports to: AVP of HR/Purchasing/Facilities
FLSA Status: Exempt

GENERAL SUMMARY:

Provides technical and analytical human resources expertise, managing various human resources processes and projects, as well as resolving problems and handling required and ad hoc reporting requests. Analyzes data and uses strong problem solving skills while maintaining discretion in handling highly confidential information. Requires high level of analysis, reasoning, and subject matter expertise to ensure the accuracy of information. Works closely with internal and external staff at all levels to gather information, analyze and audit data, determine best course of action, and implement and evaluate solutions. Understands and drives project deliverables, delivers regular communications to stakeholders, and coordinates resources.

QUALIFICATIONS:

- Bachelor's Degree preferred
 - Minimum 5-7 years of related analyst experience, preferably in human resources
 - Strong working knowledge of ADP payroll software or similar package; prior experience with ABRA preferred
 - Strong computer skills, with intermediate to advanced working knowledge of Excel and Word; ability to create, manipulate, extract and analyze data and reports
 - Strong analytical skills and problem solving skills
 - Strong communication and interpersonal skills, with ability to work effectively with all levels and functions in the organization
 - Must be able to maintain a high degree of confidentiality
 - Must be flexible, organized and able to accurately work under time constraints and moving deadlines
 - Ability to work independently with limited supervision
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- Ability to work as part of a team
 - Strong work ethic and sense of personal responsibility for work outcomes

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as subject matter expert on ADP and acts as a liaison with Accounting on HR/payroll-related transactions.
- Analyzes and audits HR/payroll information in ADP to ensure seamless and accurate processing of HR benefit deductions and/or reimbursements and the 401k. Troubleshoots problems and identifies potential solutions. Prepares, processes, and documents adjustments as needed.
- Responsible for continuous process improvements as it relates to HR/payroll-related information flow.
- Reviews, reconciles, and audits benefits deductions and compensation information with payroll/finance data. Documents and records any corrections or errors.
- Analyzes and reports on the Company's benefits cost data.
- Reviews, analyzes, and maintains Company's compensation structure.
- Assists with the implementation and analysis of other benefit projects as assigned.
- Prepares and updates department procedures manual to document processes for reference.
- Creates, maintains, and updates analytical reports as requested by management on a timely basis or as needed.
- Participates in other month-end closing activities as assigned.
- Works with department management on projects and other company initiatives as required.
- Other duties as assigned.

CORPORATE COMPLIANCE:

- Understands and abides by all departmental policies and procedures as well as the organization's Standards of Conduct and Corporate Compliance Program.
- Attends mandatory Corporate Compliance Program education sessions, as required for this position, including the annual mandatory Standards of Conduct class.
- Participates actively in ensuring that all state and federal rules and regulations are followed as they apply to this position.
- Abides by all applicable laws and regulations as mandated by state and federal laws and prevents being excluded or sanctioned from any state and/or federal programs as they pertain to healthcare.

Contact info for the position is as follows

Rolfe Jones, Director, Human Resources
Care1st Healthcare Plan
NHRA Member - LA Chapter and PIHRA Member - Region 3
Phone - (323) 889-6638 ext 6704 or Email - rjones@care1st.com

Human Resources Coordinator

With the support of HR Manager, Corporate and Division resources, the Human Resources Coordinator is a plant HR contact for support in staffing and recruiting, disciplining, policy and procedure implementation and compliance. The HR Coordinator is responsible for administering employee benefits and payroll, insuring proper documentation of training, attendance, disciplinary actions, and other required employee information.

Function:

- Participate as an active member of the Plant Leadership Team.
 - Act as the primary plant contact for HR issues and questions with employees concerning disciplinary process, morale issues, and policy and benefit issues.
 - Assists and coaches management in effectively dealing with employee issues and concerns when HR Manager is not available.
 - Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
 - Examines employee files to answer inquiries and provides information to authorized persons.
 - Compiles data from personnel records and prepares reports.
 - Updates employee files to document personnel actions and to provide information for payroll and other uses. Maintains/tracks employee attendance.
 - Screen and refer qualified candidates to the management team for interview and testing. Schedule and assist in interview process, maintain a database of candidate information to include those not selected for position in support of AAP. Maintain and ensure all appropriate documentation and pre-employment screening is complete.
 - Prepare plant affirmative action plan in compliance with all federal and corporate guidelines.
 - Responsible for reviewing and submitting payroll. Insuring that all pay practices and policies are followed. Assist managers and employees with questions. Train new users. Request off cycle and final checks.
 - Responsible for compliance with all facility food safety and quality policies and procedures including product safety (GMP's)/Sanitation policies and procedures. Employee must continually work to promote the orderliness and
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cleanliness of their work area in support of AIB/5's and other company standards.

- Must be supportive of GPI's Mission, Vision and Core Values (Integrity, Respect, Accountability, Relationships, and Teamwork).
- Must be supportive and involved in GPI efforts for LEAN, 5's, Six Sigma and other Continuous Improvement programs and processes.
- Performs all other duties as assigned.

Requirements:

- BS degree.
- 0-5 years' experience in payroll OR Human Resources.
- Proficiency in Microsoft Office products.
- This position requires strong tact and judgment.
- Must be able to communicate effectively with all levels of employees and be capable of handling multiple tasks effectively.
- Excellent interpersonal and communication skills, computer literacy, motivation and process improvement skills are required.

Physical/Mental Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.
- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and extreme heat. The noise level in the work environment is usually quiet, but requires some exposure to a noisy manufacturing environment.

CONTACT:

Keith B. Elliott, Talent Acquisition Recruiter
Graphic Packaging International
Keith.Elliott@graphicpkg.com

Golden State Water Company, an investor owned utility company, is looking for a [Human Capital Administrator](#) for our San Dimas, CA location.

Please respect our application procedure and apply using the directions you will find online.

The job posting can be found at www.aswater.com or by visiting https://gswater.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=214528&company_id=15941&version=1&source=ONLINE&JobOwner=992343&startflag=1

Human Resources Manager

West Hollywood, CA

Leading designer and marketer of the world's finest tile & natural stone. Upscale designer product distributed to interior designers and high-end tile/stone retailers throughout the country. In sustaining our national growth, we are seeking knowledgeable, career-minded professionals to become a part of our team.

- Day to day generalist,
- Supervises 2-3 recruiters & 2 HR coordinators
- Implements, and maintains all Human Resources policies and procedures in conjunction with Federal, State, local laws, regulations, and compliance standards.
- Manages all HRIS and employee data integrity, reporting and maintenance.
- Partners with functional leaders including: Finance, Operations, Marketing, Sales, Procurement and IT in leading and supporting business initiatives.
- Provides enterprise Human Resources support for 500+ employees.
- Advises client group on the Company application and policies regarding employment, benefits, workers compensation, leaves, and other Human Resources entities

KEY: MUST have experience recruiting sales people and Account Managers

- BS Degree. Coming out of an inventory driven business would be ideal.
 - Multi location is a plus.
 - Experience with implementing HRIS or HR databases is preferred.
 - Strong working knowledge of Excel.....Lots of workarounds are done on spreadsheets.
 - Degree in Business Administration or a related field with a human resources focus and 10 years plus progressively responsible experience in human resources management, preferably in a distribution environment.
 - PHR/SPHR certification preferred
 - Ability to build teams, mentor staff, and communicate effectively with others within the organization.
 - Knowledge of state and federal employment laws, labor law, and a thorough working knowledge of workers compensation law.
 - Effective interpersonal communication (written and presentation), facilitation, and organization skills with a mind for detail and follow-through.
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- Demonstrated ability to develop project timelines and manage projects and tasks.
 - Diverse knowledge of employee benefits and pay for performance programs.
 - Ability to travel as 6-8 times per year, sometimes on short notice.
 - Sound evaluative, decision-making, and negotiating skills.
 - Strong experience with talent pool development, organizational design, project management, and group facilitation.
 - Strong leadership, business acumen, influencing, and consulting skills required.

Please forward resume to Sue Kimble, De Forest Search Partners, at sue@deforestsearch.com

Human Resources Manager to 120K + bonus

Our Client, a well-established distributor/retailer, located in the Los Angeles metro area, with sales volume in excess of \$250 million and poised for a major expansion is seeking a Human Resources Manager.

Absolute Must: Experience Recruiting Sales people and Account Managers; Working in a multi-location and multi-state environment during rapid expansion and build-out of new facilities necessitating staffing; higher profile and recognizable employers. Strong experience with Applicant Tracking System (ATS). Implement corporate university programs, e.g. Learning Management Systems (LMS) providing a platform for documents and videos for developing sales training for local, regional, national and operations managers. Experience developing metrics for analytic support of data driven processes. Ability to perceive trending developments for proactive decision making.

Additional requirements: BS Degree. Experience working for an inventory driven business is ideal; multi location is a plus. Experience with implementing HRIS or other HR databases is preferred. Must also have strong working knowledge of Excel re “workarounds” done on spreadsheets. Highest priorities are recruiting and training, so candidates with such experience would be preferred; bi/multi-lingual candidates would be ideal, though not mandatory.

Additional significant requirements:

- Be advanced in Excel and PowerPoint
 - Have managed at least 5+ direct reports [will supervise recruiting and admin]
 - Have experience starting and/or transforming HR depts. To implement modern best practices (e.g., LEAN, Six Sigma)
 - Be technology savvy (HRIS, ATS, LMS)
 - Love data analytics/reporting and be metrics driven
 - Have EEO and OSHA reporting experience
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Requirements:

- Degree in Business Administration or a related field with a human resources focus and ten years plus progressively responsible experience in human resources management, preferably in a distribution environment.
- PHR/SPHR certification preferred
- Ability to build teams, mentor staff, and communicate effectively with others the organization.
- Knowledge of state and federal employment laws, labor law, and a thorough working knowledge of workers compensation law.
- Effective interpersonal communication (written and presentation), facilitation, and organization skills with a mind for detail and follow-through.
- Demonstrated ability to develop project timelines and manage projects and tasks.
- Diverse knowledge of employee benefits and pay for performance programs.

Contact: Rick Manning, F.E. Manning Associates, 818.832.3249;
rm@femanning.com

Seeking an Extraordinary [Senior Human Resources Consultant](#) for Generalist HR Services, Executive Coaching, Client Relations, and Leadership Training in Sacramento & San Francisco!

Peoplescape Consulting seeks a seasoned consultant with a strong generalist background, experience working in human resources in the private sector, and a work history that showcases their skills and knowledge in the areas of coaching, leadership development, and implementing HR functions across a range of industries. This position requires a certain amount of flexibility, as well as a cooperative team approach to fulfilling these duties for clients throughout the Sacramento and San Francisco regions...could that be you or someone in your network?

Requirements: Education & Experience

- A bachelor's degree and twelve (12) to twenty (20) years of Human Resources experience, OR A master' degree in Human Resources Management and eight (8) years of experience in the HR field.
- PHR or SPHR certification preferred.
- At least 10 years of HR Management experience in the private sector with professional services or previous consulting experience very desirable.

Essential Functions & Job Responsibilities

- Customize client HR toolkits, analyze and present solutions to improve existing HR procedures within client organizations
 - Executive coaching, leadership training, ongoing client interactions
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- Various tasks as assigned by Principals of Peoplescape Consulting How to Apply

Email your resume and cover letter to: recruit@peoplescapehr.com

Reporting to the Vice President, Global Human Resources, the **Senior HR Manager** will:

- Act as a strategic and consultative business partner to client organizations
- Improve organizational effectiveness by analyzing departmental structures and evaluating options, studying resources and ensuring optimal utilization, assessing employee climate, morale and effectiveness and developing action plans to improve these areas
- Monitor employee relations within the assigned client organization and optimize employee engagement
- Plan, develop, and direct implementation of policies and procedures to ensure consistent delivery of compensation , training and development , employment , and employee services programs

The Sr. HR Manager must be highly organized, able to work independently and capable of working in a rapidly paced environment. Change management, client strategy execution, business acumen, ability to “talk the numbers”, and assess and act on the implications of talent review and development define what success looks like in this role.

If you have a Business or HR degree (master’s and/or PHR/SPHR preferred), 7-10 years HR related exempt level work in all functions (OD/OE, Training and Development, Employee Relations, Recruiting, Performance Management and Compensation and Benefits), we’d like to hear from you!

Salary is in the 110-130K range + 5% bonus. Relocation assistance is available.

Resumes and inquiries should be sent to gatti_response@gattihr.com, referencing Job # 5533 in the subject line. We look forward to hearing from you.

Talent Acquisition Partner

Req. ID: 207815BR

Business Area: 207815BR

Location: CO - [Work from home](#)

Job Category: Human Resources

Clinical Licensure Required : N/A

Job Type: Full Time

Position Summary:

Join the Coram CVS/specialty infusion services Talent Acquisition team and work for the industry leader and largest home infusion organization in the country. In this role, you will develop and maintaining trusted partnerships with hiring managers through demonstrated recruiting skills.

Key Responsibilities:

- Meet regularly with hiring managers to determine current and future hiring needs and necessary applicant job qualifications and requirements.
- Identify, acquire and maintain non-traditional sourcing strategies to acquire best possible talent.
- Attract applicants by placing job advertisements; contacting recruiters, using newsgroups, job sites and social networking.
- Conduct full life cycle recruiting including position posting, sourcing, screening and recommending placement of staff.
- Manage candidate activity, including internal transfers, and provide consistent documentation using the Applicant Tracking System.
- Maintain network of candidates and professional associates through contact and visibility within the local business community.
- Establish, cultivate and maintain ongoing relationships for future candidate pipeline.
- Facilitate documents in regard to relocations.
- Manage vendor relationships with contingency recruiting firms.
- Avoid legal challenges by understanding current employment legislation; recommending new, improved HR process procedures.
- Keep job knowledge current by reading professional publications; participating in professional organizations and maintaining personal networks.

Required Qualifications:

- At least four years of full life-cycle recruiting experience is required.
- Minimum of two years' experience with Applicant Tracking Systems
- Self-motivated with high level of independence.
- Strong relationship building & retaining skills.
- Proactive, professional demeanor.
- Excellent written and oral communications, presentation and interpersonal skills.
- Ability to collaborate with colleagues and hiring managers.
- Ability to effectively gather marketplace intelligence, expand network and create future pipeline of qualified

Preferred Qualifications:

- Recruiting for a healthcare provider.
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- Experience Kenexa Applicant Tracking Systems.

Education:

Education or experience equivalent to a four year college degree is required.

Business Overview:

Coram CVS/specialty infusion services is a leading national provider of specialty home infusion and specialty pharmacy services. The integration of Coram into CVS Caremark enables the company to offer enhanced, comprehensive infusion services; expanded payer access; and a national network of more than 85 locations, including 65 ambulatory infusion suites. Providing infusion therapies and services to over 20,000 patients each month, Coram cares for patients through all phases of their healthcare continuum including clinical and compliance monitoring, and individual patient counseling. CVS Caremark, through our unmatched breadth of service offerings, is the nation's largest pharmacy health care provider transforming the delivery of health care services in the U.S. Our energetic and service-oriented colleagues embrace fresh ideas, new perspectives, a diversity of experiences, and a dedication to service to meet the needs of the many people and businesses relying on us each day.

Apply Now – www.cvs.com

Disney - [Paid HR Internship](#) (Burbank, CA)

Department Overview:

Our clients HR Business Partner (The Disney Company) team serves as a strategic partner to senior leadership by developing and delivering integrated and inclusive HR Services such as: Strategy Development, Organization Design, Talent Management, Organization & Cost Effectiveness, Change & Transition Management and Functional

HR Integration.

Responsibilities:

The Human Resources Business Partner team is looking for a high energy, enthusiastic intern to work in a professional, fast-paced, friendly environment. This internship offers a unique opportunity with meaningful and productive projects that allow you to build your resume. You will be working full-time hours and be provided with challenging projects, performance feedback, valuable networking opportunities, and many educational activities.

The ideal candidate will be pursuing a Bachelor's degree in Human Resources, Business Administration, Organizational Psychology, Social Sciences, or other related fields. The HR Business Partner Intern will support HRBPs that work with specific client groups. This position will be based in Burbank, CA.

In this highly visible role, the HRBP Intern will be involved in assignments and/or projects involving recruitment, organizational development, talent management, compensation, employee relations, HRIS support, HR Ops support, and labor

relations for a variety of clients. Along with an opportunity to engage in work that support the HR business objectives.

The successful intern will demonstrate the ability to manage conflict, partner, communicate professionally, be flexible, and be able to prioritize and multi-task while working in a fast paced environment with changing priorities.

Basic Qualifications:

These are the minimum qualifications you need to be considered for this position:

- Current College Junior or Senior or recent College Graduate
- Currently earning a college/university degree in Business, Finance or Human Resources or related majors
- Demonstrated proficiency in Microsoft Office Applications, including SharePoint
- Demonstrated ability to handle highly confidential information
- Strong verbal and written communication skills
- Ability to work independently and in a team environment
- Demonstrates self-motivation and follow-through
- Ability to work in a fast paced environment with tight deadlines
- Demonstrated strong ability to build relationships internally and externally
- Demonstrated problem solving skills
- Demonstrated analytical skills - ability to research and consolidate information to draw conclusions/ tell a story

Preferred Qualifications:

- Familiarity with SAP
- Previous HR internship experience
- Passion for the Disney brand
- Experience with SAP

Interested candidates should forward their résumé to recruiter1@11thr.com with the subject title: Disney HR Internship.

Seeking an Exceptional [Senior HR Business Partner](#) for an HR Projects Assignment
Hospitality - Los Angeles

Peoplescape Consulting is looking for an extraordinary HR professional to assist the Senior VP of Human Resources for a 4-month assignment beginning late November 2014 at an exclusive, global, hospitality group based in downtown Los Angeles...could that be you or someone in your network?

Requirements:

- Very strong verbal and written communication skills
 - Enabled to succeed in a very fast-paced corporate group environment
 - Strong analytical skills
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- At least 8 years' experience in an HR management level position

Responsibilities:

- Interact as primary liaison with the hotels' HR teams on a daily/monthly basis
- Recruitment
- Conduct colleague loyalty survey
- Act as primary liaison for communications with the HR team on pay and benefits, as well as general HR programs as required
- Any HR projects required from Senior VP at the corporate office

Company Culture:

"Creative thinking, a positive attitude, and unwavering commitment to excellence to exceed the highest standards".

How to Apply:

Email your resume and cover letter to: recruit@peoplescapehr.com

HR/Administration Assistant for our Los Angeles office. It's mostly going to be onboarding paperwork, but it is a good opportunity for someone just getting started. We are growing quickly and consistently, so we are looking for someone permanent.

Link for more information and to apply

<http://camposepc.jobinfo.com/description.php?jid=24240029&refid=15>

Calabasas area: Seeking one day/week **Full Charge Bookkeeper (One Day a Week)** who can work in a home environment handling in-house audit currently going on. Client is using Excel spreadsheet but wants to have an efficient bookkeeping system put in place on her PC. Once in place, you would oversee QuickBooks on PC, budgeting, reconciliation, A/P, A/R, bookkeeping. Seeking someone with experience in accounting, forward thinking, organized and works well self-supervised. Salary DOE.

Please send a cover letter and your resume to:

Samantha@quintessentiallypeople.com

Human Resources Legal and Benefits Assistant

Lionsgate, Santa Monica, CA

We are looking for a relatively entry-level HR Assistant to work with our HR Legal and Benefits team. The ideal candidate will have worked/interned in a law office and has a passion for learning more about HR.

Lionsgate is a leading global entertainment company with a strong and diversified presence in motion picture production and distribution, television programming and syndication, home entertainment, family entertainment, digital distribution, new channel platforms and international distribution and sales.

Lionsgate has an immediate opening for a Benefits and Legal Assistant in the Human Resources department. This position will have a variety of responsibilities within the Human Resources department including the following:

- Monitor and track all company service populations not on the corporate employee payroll (consultants, temporary employees, outside payroll employees, and film and television production staff)
- Ensure compliance in all HR areas, especially Affordable Care Act ("ACA") regulations for such populations
- Act as a liaison between such populations (including contacts of each show) and HR and their respective payroll providers Coordinate billing reconciliation for each company service population and/or production
- Responsible for tracking and monitoring consultants and temporary employees
- Ensure all productions are in compliance with sexual harassment training and other required HR training
- Prepare, circulate and track employment/consultant/separation agreements
- Prepare monthly Employee Status Forms for contractual changes in employment
- Handle ad hoc projects as needed (i.e. labor law posters, equity agreement tracking)

Interested candidates can apply here: <http://www.lionsgate.com/corporate/careers/>

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Responsibilities:

- Interact as primary liaison with the hotels' HR teams on a daily/monthly basis
- Recruitment
- Conduct colleague loyalty survey
- Act as primary liaison for communications with the HR team on pay and benefits, as well as general HR programs as required

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- Any HR projects required from Senior VP at the corporate office

Company Culture:

"Creative thinking, a positive attitude, and unwavering commitment to excellence to exceed the highest standards".

How to Apply:

Email your resume and cover letter to: recruit@peoplescapehr.com

Staffing Recruiter

University of California, Irvine is recruiting for a Staffing Recruiter to attract, interview and hire temporary employment talent to fill short term staffing needs for campus and medical center departments. Additional core responsibilities include: performing diversity outreach to gender, minority, veterans groups and to individuals with disabilities; marketing the temporary employment program to client departments, providing performance feedback to temporary employees; advising and counseling client supervisors on the management of temporary employees and assisting with criminal background check investigations.

Some of Essential Required Skills, Knowledge and Abilities include:

- Bachelor's degree in Human Resource Management or related field and in-depth progressive experience in talent acquisition or recruiting OR an equivalent combination of education and experience.
- Past experience as a recruiter in temporary employment staffing.
- Experience screening applicant materials to quickly and accurately assessing an individual's experience, range of knowledge and skills and general competitiveness for specific positions.

Desired Skills

- Experience in healthcare recruiting.

HOW TO APPLY FOR THIS POSITION

To review the complete job summary and job description, go to <http://jobs.uci.edu> and search for job number 2014-1039.

Human Resources Manager

Forest Lawn Memorial Parks and Mortuaries in Glendale, a well-established and reputable organization is seeking a Human Resources Manager to oversee a variety of areas including recruiting, new hire on-boarding, training and development, performance management, regulatory and policy compliance for our 11 Southern California locations. This position will manage a staff of five, including two administrative employees, a Recruiter and two Employee Relations Representatives. The ideal candidate must possess an outstanding ability to develop and nurture positive relationships with the management team and employees and to influence business results through HR processes. Must be self-motivated, driven, results oriented, and able to take ownership of established policies and procedures, while

creating and implementing creative solutions to increase efficiency and boost employee morale. This position will report to the Vice President Human Resources.

Essential Functions:

- Interact with and provide Human Resources support to all levels of employees, management team and senior executives
- Oversee key HR processes including staffing, on-boarding, policies and procedures, training and development, employee relations, and compliance
- Oversee employee and management training
- Counsel employees and management members through a variety of employee relations issues such as performance concerns, discipline, terminations, employee development, employee conflict and violations of policies/procedures
- Help drive compliance by ensuring standardized and consistent Human Resource practices and policies are followed
- Ensures prompt response and resolution of employment-related complaints by conducting or overseeing thorough investigations through collaboration with the Human Resources Vice President and Legal; taking the appropriate next steps to resolve the issues in a fair and equitable manner
- Oversee the maintenance of Human Resource Management System and personnel records. Approve personnel transactions such as promotions, transfers and terminations
- Oversee other HR administrative duties such as:
- New hire orientation and paperwork, employee files, data transaction/input processing and other related duties
- Carry out supervisory responsibilities for direct reports including training, development, performance management, recognition, directing and assigning work and addressing employee concerns

Benefits:

- Medical and Dental Insurance
- Free Life Insurance and Long Term Disability
- Voluntary Vision Insurance
- Supplemental Life Insurance
- Cash Balance Retirement Plan
- 401k plan with company match
- Paid Vacation
- Paid Absence Plan
- Tuition Reimbursement Program

Desired Skills and Experience

- Minimum Qualifications:
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- Bachelor's degree required; preferably in Human Resources
 - PHR Certification preferred
 - At least 3 years of experience as a Human Resources Manager and extensive knowledge of HR principles, employment laws and practices, Workers Compensation, Benefits and compensation.
 - Experience working JD Edwards platform preferred
 - Proficient in Microsoft Office applications required, including Microsoft Excel & PowerPoint
 - Ability to thrive in a team environment
 - Excellent verbal and written communication skills
 - Ability to receive, follow, and provide instructions in a positive and constructive manner
 - Ability to work effectively with all employees and management in a professional, courteous, and understanding manner; maintain confidentiality
 - Valid California Driver's License, reliable transportation and ability to travel to our 11 Forest Lawn locations in Southern California
 - Bilingual Spanish speaking preferred
 - Strong business acumen, effective management, leadership, time management and organizational skills necessary
 - Knowledge of local, state and federal labor and employment laws
 - Effective presentation and facilitation skills required

Interested, please send your resume to spascascio@forestlawn.com with salary history and expectation.

<http://forestlawn.com/career-opportunities/outside-sales-representative/>

Administrative Coordinator - Workshops and Continuing Education

YogaWorks, Inc. - Santa Monica

Job Overview: The Workshop Administrative Coordinator supports the Workshop and Continuing Ed. department to facilitate the administrative process of Workshops and Continuing Ed. through completion. This is a part-time, non-exempt position reporting to the Program Manager for Workshops and Continuing Ed.

Duties & Responsibilities:

- Managing Payment plans for Pilates and Urban Zen programs.
 - Handling refunds.
 - Contacting students with declined payments/payment plans.
 - Mailing out weekly flyer packets to all studios in LA/OC.
 - Ordering manuals for upcoming trainings
 - Handling student perks as part of their training package.
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- Accounting for all events from past weekend
 - Entering all Workshops and Continuing Ed. Into MBO
 - Random in office projects as needed

Access our classes online at www.MyYogaWorks.com or learn more about our studios at www.YogaWorks.com!
