



Human Resources Specialist

Location:

Falcons Training Facility in Flowery Branch - Primary Work Location
Arthur M. Blank Family Office – Secondary Work Location
Some additional Atlanta based travel required

Reports to: Director of Human Resources

POSITION PURPOSE:

Provides HR generalist support across the Blank Family of Businesses. Acts as facilitator, educator, coach, and proactive partner to leadership team and associates with the goal of developing, motivating, and retaining a diverse, high performing organization. Teams with management to hire world class associates via effective skill and value-based recruitment strategies. Contributes to the continuous improvement of our HR programs and practices. Remains current with applicable federal and state employment laws and ensures policies are compliant and implemented consistently. Views associates as internal customers and works diligently to add value at the individual and organizational level.

PRIMARY RESPONSIBILITIES:

Partners with line organizations to understand their business and provide value-added HR generalist support.

Coordinates full-time hiring process from start to finish including maintaining solid recordkeeping practices.

Contributes to HR team through open participation in process improvement initiatives related to staff planning, skill gap analysis & development, performance management, policy preparation, succession planning, wellness, career development, employee relations, retention, rewards and recognition, and associate communications.

Involves associates in HR programming by openly soliciting and evaluating suggestions.

Documents Human Resources policies, procedures, laws, standards and government regulations.

Proactively and creatively communicates with associates on development and career enhancement initiatives.

Conducts benchmarking research, utilizes best practices, and compares our approaches within industry.

Handles employee relations, counseling, outplacement counseling, and exit interviewing.

Performs job analysis, compensation research, and drafts job descriptions.

Utilizes HRIS to run reports for analysis and to gather data for associate collateral pieces.

Maintains compliance with federal and state employment laws.

Critical Skills & Attributes:

- Flexibility, Collaboration, Exceptional Written and Verbal Communication, Innovative, Relationship Building, Coaching Others, Organizational Savvy, HR Technical Expertise, Strategic Thinking, Planning and Organizing, Attracting and Developing Talent, Influencing and Negotiating, Inspiring Trust, Seasoned Judgment, Attention to Detail, Dedication to Quality

Qualifications:

- Bachelor's degree in Human Resources Management or related field.
- SPHR or PHR certification preferred

- 2-3 years HR generalist experience
- Background in employment law and other government compliance regulations
- ADP Enterprise level HRB Knowledge a plus

Apply at www.atlantafalcons.com.