

JOB DESCRIPTION

Job Title:	Human Resource Business Partner	Exemption Status:	Exempt
Reports To:	Chief Operating Officer	Department:	Human Resources
Direct Reports:	None	Effective Date:	January 1, 2018

JOB SUMMARY:

Education Management Solutions (EMS), a leading technology provider of simulation based solutions for healthcare training environments, seeks a dynamic, organized self-starter HR Business Partner to serve as the primary liaison for the company's leadership team and employees. The HR Business Partner is both a strategic and hands-on role that provides full cycle Human Resources support to all departments. The role is critical in executing our people initiatives, providing great internal customer support, and driving HR functional excellence and process improvement. Currently, this is a part-time position.

JOB SPECIFIC STANDARDS

- The ability to understand business goals and recommend new approaches, policies and procedures to effect continual improvements in business objectives, productivity and development of HR within the company
 - A true hands-on approach as well as the ability to successfully monitor the "pulse" of the employees to ensure a high level of employee engagement
 - Strong internal and external customer service focus
 - The ability to manage multiple priorities simultaneously - orientated on results
 - Bias for action, strong work ethic, and desire to achieve excellence
 - Must be able to interface at all levels of the organization
 - Passion for innovative HR solutions and process improvement
 - Use skills gained as an experienced professional, works on resolving a wide range of issues within team/department in imaginative as well as practical ways
 - Operates with autonomy and discretion
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EDUCATION AND EXPERIENCE:

- An undergraduate degree or equivalent combination of training and experience
 - 5+ years human resource business partner experience
 - PHR/SPHR certification preferred
 - Thorough knowledge of employment law
 - Excellent project management, leadership, facilitation and interpersonal skills
 - Strong problem-solving skills; logical and analytical thinker, comfort with data and analytics
 - Excellent oral and written communication skills, including the ability to organize and present information concisely
 - People leadership skills to enable working on cross functional teams.
 - Experience in a small, fast-paced software business environment preferred
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EMS is an Equal Opportunity – Affirmative Action Employer. We engage with employees, applicants, customers and suppliers without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or other status protected by applicable law.
