



## Human Resources Business Partner Job Description

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BRE Staffing, LLC is currently recruiting for a Human Resources Business Partner with a focus in Talent. Our client located in San Ramon, CA. The position will be a direct placement and offers remote work up to 10 days per month.

Salary Range Competitive Compensation

### **General Description:**

This position will partner with Management, Human Resources and Corporate Services in the development, implementation and evaluation of key Human Resources initiatives including strategic staffing, performance management, training and development, employee relations, and communications. This person will work closely with a small, strategic human resources team and is likely to wear many hats.

### **Principal Responsibilities:**

- Manage full cycle recruiting process including sourcing, interviewing, evaluating and recommending candidates for positions. Provide hiring package and job offers.
- Manage offboarding process including exit interviews.
- Successfully negotiate salary offers, sign-on bonuses, and relocation packages for both exempt and nonexempt levels.
- Manage the relocation program for domestic and international employees through vendor
- Oversee the on-board process of new employee orientations, new hire paperwork processing and site tours with support from HR Coordinator support.
- Manage the administration/forms related to the new hire process and promotions, benefit changes, leave of absence/FMLA through vendor etc.
- Work with managers on discipline issues, terminations, manage the semi-annual and annual performance review processes, and performance improvement plans
- Manage the HR vendor relationships
- Manage the corporate employee training program.

### **Qualifications:**

- 7 – 10 years' experience in a corporate human resources function.
- HRIS experience is required / ADP Workforce Now experience a plus
- Full lifecycle recruiting experience is Required
- Experience in production manufacturing and/or Agricultural Chemical manufacturing preferred



- Demonstrated proficiency with Microsoft Excel and good working knowledge of other MS Office applications and Demand Planning.
- Demonstrated ability to manage multiple projects and priorities, and have strong data analysis, problem solving, and decision-making ability
- Demonstrated examples of a high level of personal initiative and ability to function autonomously with a strong sense of urgency, self-confidence, and comfort with new and rapidly changing situations and environments
- Experience with ERP systems required.
- Extensive knowledge of Federal and California employment law.
- Establishes and maintains positive working relationships with employees and 3rd party vendors

For immediate consideration, please email me your resume directly:

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