**Writeup for HR Business Partner at NEOLab** June 16, 2021

           Want to be an HR Business Partner ….**Really!**

Are you interested in working as a Human Resources Business Partner, and not just have the title on your business card?

Are you tired of ‘setting the table’ as opposed to ‘having a seat at the table’?

Do you enjoy a fast- paced environment where you are coaching a supervisor through a performance management issue, facilitating a difficult employee relations issue and meeting with the CEO to review the strategic goals for the upcoming period – all in the same day?

Are you excited about Business Partnering but also looking to eventually become an HR Manager or Director?

Do you like the idea of working for a growing family- owned Company where employees matter, and your income is related to the outcomes?

Want to work in an industry that helps individuals -especially children –feel better about themselves?

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If you answered **“yes”** to these questions, then you belong at NEOLab!  We are a top, state-of the-art digital orthodontic lab that focuses on customized dental appliance solutions for the patients we serve. Our calling card is personalized customer service, uncompromising standards, unbeatable turnaround time and competitive pricing. We offer employees a competitive benefits package, including medical, dental, and vison insurance, 401k and PTO.

**Interested applicants please send your resume to:**

**Thomas O'Rourke:**[**torourke@neolab.com**](mailto:torourke@neolab.com)

See below for a detailed job description. Other Company information can be found on our website below.

**<https://www.neolab.com/>**

**Job Description**

**JOB TITLE: Human Resources Business Partner**

**NEOLab, Andover, MA 01810**

**Job Summary:**This position is responsible for aligning the Company’s business objectives with the employees and management throughout the organization by delivering value -added services and programs that maximize employee productivity. It provides tactical and strategic human resources support to employees in all levels of the organization in the areas of compliance, recruitment, employee relations, performance management, compensation, benefits and training and development. Through partnership with management, the Human Resources Partner provides advice and counsel on HR programs, practices and strategies in support of the objectives of the business.

**Supervisory Responsibilities:**

* This position has no direct supervisory responsibilities, but it does serve as a coach and support for other positions in the organization.

**Duties/Responsibilities:**

* This position functions as a key resource and member of the Management Team, reporting directly to the CEO.
* Functions as the ‘Conscience of the Company’ to champion Diversity, Equity and Ethical Conduct within the organization.
* Supports payroll processing function with the external payroll provider.
* Participates in regular functional supervisory/management meetings to stay current with the needs and issues of the business and to provide appropriate HR guidance and support.
* Anticipates, identifies, manages, and resolves employee relations issues, while coaching and involving supervisors in their responsibilities. Conducts thorough and objective investigations where necessary.
* Maintains current and in-depth knowledge of legal requirements related to day-to-day business operations and people management – to minimize legal risks and ensure regulatory compliance. Partners with outside legal counsel where required.
* Provides day-to-day proactive performance management guidance and support to frontline supervisors and managers (e.g., coaching, counseling, career development, disciplinary actions, and recognition).
* Supports management in driving compensation programs that incent performance and productivity while ensuring pay equity across the organization.
* Implements annual reviews of employee benefits to ensure compliance and to maximize effectiveness; supports annual Open Enrollment process.
* Provides ongoing HR guidance and policy communication and interpretation to the organization.
* Working with supervisors and managers, drives the recruiting, interviewing, hiring, and onboarding of new employees.
* Provides training to management and employees on HR related topics.
* Provides guidance and support to managers and supervisors for employee promotions, transfers, and terminations.
* Keeps up to date on latest methodologies and HR programs to support best practices.
* Collaborates with supervisors and managers to identify employee training and development needs. Offers recommendations to address these needs.
* Works closely with management and employees to maximize productivity, employee engagement and retention and improve work relationships and morale.
* Consults and collaborates with all levels of management to identify, support drive needed change management programs within the organization.
* Partners with supervisors and managers to develop plans that optimize talent, organizational design, process and culture.
* Works with management to develop and implement an HR Scorecard to measure, track and improve performance in the identified areas of focus.
* Performs other related duties as assigned.

**Essential Skills/Abilities:**

* Strong drive for results focus and capability
* Strategic thinking capability
* Excellent verbal and communication/presentation skills
* Sound decision making and judgement skills.
* Strong motivational and influencing skills.
* Excellent interpersonal, relationship building and customer service skills.
* Strong time management skills with an ability to meet deadlines.
* Strong analytical and problem-solving skills
* Conflict resolution, facilitation, and negotiation skills
* Proven ability to initiate, influence and implement change within the organization.
* Ability to objectively coach employees and management through complex, difficult and emotional issues
* Strong business acumen and financial management skills
* Effective Team Player
* Planning and project management/process improvement skills
* Excellent organizational skills and attention to detail
* Ability to handle sensitive and confidential information.
* Proficiency with Microsoft Office Suite or related software

**Education and/or Experience:**

* 5+ years in Human Resources as HR Business Partner/HR Generalist (with some exposure to strategic HR initiatives)
* SHRM or HRCI certification (or willingness to get certified if hired)
* Bachelor’s Degree or equivalent work experience/education
* Strong employee relations and performance management experience
* Sound knowledge of employment law and other government compliance regulations
* Experience in the medical device industry helpful, but not a requirement