**Human Resources Business Partner**

CertiPay, awarded Orlando Sentinel top workplace and 2021 recipient of large business of the year by Winter Haven Chamber of Commerce, is seeking an HR professional to work with PEO clients ensuring the delivery of effective HR solutions. In this consultative role, you will work with business leaders across a variety of industries to identify, deliver and support key HR initiatives. Our entrepreneurial culture ensures we keep team members engaged and passionate! Our success is driven by our belief in investing not only in your professional life but also in your personal life.

**The HR Business Partner role is a remote hybrid position, located in Central/West Coast Florida (required) and will include periodic travel to client sites (including out of state travel). Responsibilities include but not limited to:**

* Developing effective relationships with key business leaders as a trusted HR advisor
* Gaining a thorough understanding of client's business, financial position, growth plans and HR challenges to provide solutions that are consistent with business objectives
* Providing consultative guidance on myriad of items and issues spanning the employment life cycle
* Providing guidance to managers on employee relations matters, meet with employees as needed; manage the employee investigation process
* Creating multi-state employee handbooks and advise on policies and procedures
* Ensuring compliance with federal and state leave laws, background/drug screening and I9's/eVerify
* Assisting with developing, coordinating and recommending changes for the improvement of workflow
* Conducting management training on variety of HR related topics

QUALIFICATIONS

* Bachelor's degree and 5+ years relevant experience in an HR generalist role
* Prior experience in an HR consultative role with internal or external clients/business units
* Experience with HR tools such as applicant tracking, on-boarding, benefit enrollment and learning management
* PHR/SPHR certification or SHRM CP or SCP certification preferred (ability to attain within one year of employment)
* Self-starter that thrives in an extremely fast-paced entrepreneurial, remote environment
* Strong written and verbal communication skills that displays professionalism and confidence
* Ability to deliver live and webinar training sessions to a variety of audiences
* Strong organizational skills, initiative with attention to detail to not just meet deadlines but to strive to anticipate client needs
* Proficient in Microsoft Office (Word, Excel, PowerPoint); experience with HRIS systems and ability to compile reports.

Please email resumes to [tstill@certipay.com](mailto:tstill@certipay.com) or call 863-397-9200 fir additional information.