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**Ecommerce HR Business Partner** pay between 50k – 85k

Atlanta, GA & Dallas, TX

General Summary:

•             Communicate with (or to) individuals or groups verbally and/or in writing (e.g. customers, suppliers, associates).

•             Implement the business plan for area of responsibility by communicating goals and managing staffing and scheduling, assigning duties and coordinating workloads, and ensuring associates complete required training in order to achieve facility goals.

•             Manage daily administrative functions of the HR office (e.g., benefits, hiring/transfers, terminations, payroll) by executing and refining recruiting and staffing initiatives; and researching and addressing employment-related concerns for applicants, associates and managers.

•             Ensure compliance with company HR policies by reviewing and managing the accuracy, confidentiality and maintenance of HR-documents; assisting in the implementation of and ensuring compliance with HR systems applications; and researching to gathering data for HR related issues.

•             Maintain quality and safety standards in area of responsibility by ensuring associates are trained on Logistics and company policies, standards and procedures and monitoring compliance; distributing and maintaining procedures and supporting documentation.

•             Identify associate, customer, and/or supplier concerns by listening, consulting with others when needed to determine corrective action to take or make recommendations in order to resolve.

•             Supervise and develop associates and leaders in area of responsibility by assigning duties and coordinating workloads, monitoring performance and providing feedback; teaching, supporting and modeling Logistics and company policies and procedures; identifying training and development needs; and participating in the hiring, promotion, coaching, teaching, and evaluation of associates and leaders.

•             Manage and coordinate training (e.g., new hire orientation, CBL modules, web-based training, virtual classroom) for Distribution and/or Transportation associates by helping to identify training and development needs for hourly associates, Drivers, and/or management; monitoring the completion of training curricula; presenting and facilitating training courses; and monitoring the schedules, completion deadlines, and compliance for multiple training activities.

Preferred Qualifications: (Outlined below are the preferred qualifications for this position.)

Human Resources, Microsoft Office, Supervising Associates, Training and Facilitation, Walmart Logistics Systems Bachelors: Business, Bachelors: Logistics Human Resources - Professional HR (PHR) CERTIFICATION - Certification, Human Resources - Sr. Professional HR (SPHR) CERTIFICATION - Certification

Minimum Qualifications: (Outlined below are the minimum qualifications for this position.)

Associate's Degree in Business, Logistics, or related field and 1 year's supervisory experience OR Bachelor's Degree in Business, Logistics, including 1 years’ experience managing human resource processes

Applicants can apply at [www.ritastaffing.com](http://www.ritastaffing.com) or email resumes to ktruta@ritastaffing.com