**FutureProof Your Career – Come Join SE2 as the Senior HR Generalist!**

The Senior HR Generalist will provide both routine and complex support across a wide variety of areas within HR, including, Employee Relations, HR Data Analytics and Reporting, Compensation Analysis, HRIS Systems, Associate Engagement and HR Project Management. The Sr. HR Generalist will advise managers and associates in all HR practices to provide information and support about regulations, interpretation of policies and procedures, interpretation of our Employment Guidelines and to provide general HR team and associate support. The Sr. HR Generalist will also work as an extension of the HR Business Partners as needed.

**Duties and Responsibilities:**

* Provide day-to-day support of HRBP clients, including handling general HR questions and a variety of HR processes (i.e. HR policies, practices, and guidelines)
* Facilitate actions to resolve employee relations issues and escalating them to appropriate management team as required
* Participates in activities related to core HR cyclical processes (i.e. perf. Mgmt., compensation mgmt.)
* Coach and guide front line managers on associates issues
* Interpret HR policies and procedures for associates and managers
* Facilitate mini professional skills seminars for front-line managers
* Prepare associate letters including title changes, off cycle compensation changes, etc.
* Work collaboratively with associates and managers to improve workforce satisfaction and engagement
* Participates in the delivery of the New Hire Orientation process and program and supports associate onboarding
* Creates, analyzes and presents HR data and metrics for monthly, quarterly and ad hoc reporting
* Assist in maintaining reward and recognition programs
* Lead the SE2 Internship Program to meet growing business needs
* Assist HR management with special projects
* Identify ways to improve HR guidelines and procedures
* Facilitation of HR led training courses
* Additional duties, as assigned

**Qualifications:**

* A Bachelor’s degree in Human Resources or a related field is required, PHR/SPHR certification preferred
* Minimum 4-6 years Human Resources experience
* Significant skill with MS Office products with strong knowledge and highly experienced with MS Excel and PowerPoint
* Excellent oral and written communication skills; strong attention to detail
* Proven problem-solving, decision making and organizational skills
* Ability to interact with people on all levels both internally and externally
* Demonstrated self-initiative and the ability to work from general directions
* Capability to handle multiple assignments and priorities
* Strong ability to maintain private and crucial information
* Proficient analytical acumen and data driven mindset
* Intermediate knowledge of employment laws and regulatory standards
* Experience using HRIS systems (e.g. Workday, SuccessFactors)
* Experience in supporting clients in multiple geographies
* Must be a team player and able to work across multiple functions and disciplines and possess strong collaboration skills
* Effective consultative skills and be able to quickly establish oneself as a trusted partner
* Excellent interpersonal, communications and relationship building skills required
* Excellent client service orientation

SE2, an Eldridge Industries business, is a leader in technology-driven third-party administration services for the U.S. life and annuity insurance industry. Come join a recognized leader in third-party administration and experience a global, fast paced, fun and rewarding work environment.  We offer excellent career progression and competitive compensation and great benefits, including health/dental insurance, parental leave, profit sharing, 401(k), incentive/bonus opportunity and tuition reimbursement. Visit our website at [www.SE2.com](http://www.SE2.com) for more information. Apply by completing the online application on the careers section of our website. EOE.