**Job description**

Edit

**The Carpionato Group** is one of the largest real estate development companies in New England. With nearly 2 billion dollars in assets, the Company's integrated commercial real estate extends to private and public partnerships, joint ventures, leasing, brokerage, acquisitions, construction, and property management. Subsidiaries include hospitality, construction, property development, and management. Our unprecedented growth has resulted in an opening for a **Human Resource Business Partner/Human Resource Generalist**. Specific responsibilities include:

* Assists the Director of Human Resources in the administration of all welfare and retirement compliance. Provides management and administrative support with all correspondence generation, recordkeeping, and benefit analytics. Coordinates benefit open enrollments.
* Assists the Director of Human Resources in developing and streamlining an onboarding process for all Carpionato Group subsidiaries including the development of training plans, position descriptions, standards of performance, etc.
* Assists in the design and application of employee communication requests including employee newsletters, benefit announcements, and memos.
* Manages talent acquisition for specific divisions within the Company. Recruits, interviews, and facilitates hires for open positions.
* Complies with federal laws governing EEO-1 reporting, OSHA filings, ACA, Unemployment, etc.
* Pulls analytical reports on worker compensation injuries, absenteeism, turnover, etc.
* Conducts research in regards to policy development.
* Manages leaves of absence.
* Reviews, tracks, and documents compliance with mandatory and non-mandatory training.
* Benefit administration including premium reporting and compliance.

QUALIFICATIONS

* Advanced level excel skills.
* Excellent written communication skills
* Excellent organizational skills.
* Proficient with HRIS systems including implementation, maintenance, and updates.
* Bachelor degree in human resources or related discipline.
* At least 3 years progressive human resource generalist experience.
* SHRM-CP a plus.
* Newly graduates with some HR experience will be considered