

HR Specialist – NYC

IPM is a NYC based IT consulting firm recognized as the go-to partner for assessment, design and implementation of leading edge technologies. Working at IPM means becoming part a nationally recognized organization continually breaking new ground. In business over 25 years, the firm has a solid understanding of industry trends and maintains a fresh perspective on the ever-changing face of technology. From competitive benefits and salary packages to regular socials and events, the firm promotes a work-hard, play-hard environment.

The firm employs the industry's brightest professional services team and boasts an average tenure of nearly a decade. Since IPM encourages independent thinking while cultivating an "all hands on deck" attitude, employees are continually challenged and rewarded for contribution. IPM believes in a fulfilling work-life and fosters a relaxed, familial atmosphere where both personal and professional growth are encouraged.

Position Description:

- Staffing Administration – Work with managers to determine recruiting strategies; coordinate recruitment and hiring process; interview and recommend candidates when requested; requisition approval and tracking.
- Benefits Administration – Including but not limited to: Interpret/communicate benefits plans; assist with all Benefits related inquiries; conduct new hire orientation for new hires and process their new hire paperwork.
- On Boarding – Coordinate all on boarding activities for new hires, including administrative and technology related tasks.
- Talent Management – Maintain a strong understanding of current staff capabilities and company needs. Activities include identifying development needs and maintaining a capabilities scorecard.
- Employee Relations – Work with management and employees to make recommendations regarding/resolve Employee Relations issues.
- Additional reporting and analysis as requested.

Desired Skills & Experience:

- 5 to 7 years human resources experience
- HR generalist experience
- Staffing and on boarding experience
- Strong organizational and process skills
- Excellent client focus and relationship management a must
- Knowledge of HR related regulatory requirements
- Attention to detail and excellent communication skills – both written and verbal
- Experience with project management
- Excellent computer skills - experience with databases a plus.

Send CV/resume to careers@ipm.com