

THE COMPANY

Friedman Vartolo LLP is one of the leading real estate law firms in the northeast specializing in lender-side default services and real estate litigation. We pride ourselves on our business-minded, client centric approach to default services. We offer a fresh, fast-paced energy, with a startup vibe. We also offer careers that foster originality and provide growth opportunities for forward-thinking problem-solvers who join our team.

THE POSITION

We are seeking a HR Specialist / Generalist to join our HR team. This role will provide support to the Director of People Operations in support to establish the HR Department in all disciplines including Performance Management, Employee/Employer Relations, Compensation, Benefits, Training and Development, HRIS and initiatives throughout the year such as Diversity, Equity and Inclusion. We are looking for a bright, enthusiastic individual, who will bring a strong work ethic and eagerness to grow alongside the firm.

RESPONSIBILITIES

- Onboarding - Facilitate the process including new hire set up, orientation, compliance training, and set up employee reviews. Partner with departments (System Ops, Administration) to ensure a smooth welcome for new hires.
- Performance Management - Oversee the schedule for new hire review process and confirm relationships are established to allow a smooth transition into the firm. Oversee mid-year, and annual performance reviews. Partner with manager and employee to ensure process is followed, kept on schedule and the review is being used as an effective tool for growth and development.
- HRIS - Monitor and maintain records. Process employee transactions. Provide support to employees and managers in Paycom. Generate reports for projects and audits.
- HR Projects: Support Director of People Operations and partner with HR team to support on initiatives and projects throughout the year such as compliance training,
- Audit: Supporting Director of People Operations in various HR Audits to ensure compliance. Support Compliance team to provide necessary material for internal audits.
- Employee/Employer Relations: Provide consultation and support to managers on employee relations issues. Provide support and act as an advocate on behalf of employee(s). Solicit and listen to employees' concern and provide support in towards resolution.
- Ensures compliance with all applicable local, state, and federal employment laws and regulations.
- Maintain and update organization charts.
- Work on projects and assignments as directed by the Director of People Operations.
- Partner with HR team members on projects as needed.

QUALIFICATIONS

- Bachelor's Degree in Human Resources Management or related field or equivalent in experience.
- Minimum of 2 years HR experience in a generalist capacity in all disciplines of HR.
- Understands the necessity for protecting employee and business-related information; respects and successfully maintains highest level of respect, confidentiality, and professionalism.
- Proficient in Microsoft Word, Excel and PowerPoint is required. Working knowledge of HRIS a plus. Proficient in Paycom a plus.
- Strong communication skills (Verbal & Written). Comfortable with communicating with employees and leadership in-person and remote in a high demand setting.
- Able to work in a fast-paced environment while maintaining deadlines.
- Strong project-management skills and multi-tasking skills.
- Proven experience in problem-solving skills. Someone who can think outside the box to ensure a successful outcome.
- Efficient and lean method of thought.
- Working knowledge of local, federal, and state employment laws and regulations is a plus.

LOCATION

This position is located in our New York City office located in downtown Manhattan.

COMPENSATION

Compensation is competitive and will be commensurate with experience. We also offer a competitive benefits package, including medical/dental/vision, Flex Spending, Gym Membership Reimbursement, and 401k with match.

TO APPLY

Please visit our website at www.friedmanvartolo.com/careers

Friedman Vartolo LLP is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status or any other characteristic protected by law.