011844 (First Posted: 01/22/2016)
POSITION: Director of HR
EMPLOYER: Hanweck Associates, LLC
LOCATION: Manhattan, NY
DUTIES: Hanweck Associates, a fast-growing leader in financial risk-management technology, seeks a hands-on HR Director based in New York City to oversee HR functions for our New York, Chicago, Belfast and Singapore offices. We are looking for an experienced, self-starting HR generalist to work closely with senior management and a small team of energetic technologists to develop an HR operation within an entrepreneurial firm. Collaborate with senior management and team leaders to enable them to lead, motivate, develop and retain their people. Oversee the quality, consistency and integrity of recruitment efforts, including candidate selection and interview process. Administer best-practice HR policies, programs, procedures and systems to attract, retain and motivate high-quality employees.
QUALIFICATIONS: Bachelors degree or higher in an HR-related field. Seven-plus years of generalist Human Resources management experience. Experience with HR compliance, legal and reporting requirements in a global workplace. Proven experience developing top-tier HR policies, programs, procedures and systems, including benefits selection and administration. Self-motivated with an ability to roll up the sleeves and get the job done.
SALARY: Commensurate with experience.
CONTACT: Email resume to: jobs-hr-028@hanweckassoc.com.

011845 (First Posted: 01/22/2016)
POSITION: Full Time Perm
EMPLOYER: KPMG, LLP
LOCATION: New York, NY
DUTIES: Support national and office specific Employer of Choice (diversity, recognition, performance management, employee engagement) programs including analysis of impact and effectiveness. Participate in the development and management of organizational effectiveness programs and projects within the region. Review and edit office HR and Employer of Choice communications.
QUALIFICATIONS: Bachelors or masters degree. Three to five years of progressive Human Resources experience, preferably within a professional services firm or similar environment. Experience planning and or managing HR programs, projects spanning multiple offices and geographic locations.
SALARY: Commensurate with experience.

011846 (First Posted: 01/22/2016)
POSITION: Senior HR Business Partner
EMPLOYER: Gannett
LOCATION: New York, NY
DUTIES: Gannett Co., Inc. is seeking a Senior HR Business Partner with experience in serving multi-layered, complex organizations. This professional HR executive will support the HR needs of USA TODAY and National Sales in achieving operational goals and implementing employee development programs. Will contribute business insight into the development of talent strategies and talent solutions, as well provide HR expertise in influencing business strategies and day-to-day operations. He/ she must be able to provide quality human resource products and services that are responsive to and aligned with the business strategy and provide strong leadership. Successful candidate must have the capability and flexibility to work with a diverse group of employees at all levels.
QUALIFICATIONS: Bachelors degree with a concentration in Human Resources or equivalent. Masters degree or HR certification is preferred. Demonstrated human resources experience, with emphasis on employee relations, performance management, training, compensation and compliance. A minimum of seven years of experience as an HR generalist required. Broad knowledge of human resources practices, applicable laws, employee engagement and retention, employee development and org. planning.
SALARY: $125K
CONTACT: Send resume/cover letter to Sydney Murphy at semurphy@gannett.com.
011847  (First Posted: 01/22/2016)  
POSITION: Compensation and Benefits Manager  
EMPLOYER: Petrochem Insulation  
LOCATION: Vallejo, CA  
DUTIES: Reporting to the VP of Human Resources, the Compensation and Benefits Manager is a key member of the HR Leadership Team and serves as the strategic leader for the function. You'll work with Senior Leadership to ensure availability of competitive, cost effective, innovative comp and benefits offerings aligned with our business goals and growth strategy.  
QUALIFICATIONS: Bachelors degree with seven to ten years of related experience in Human Resources, Business or Accounting/Finance. Masters degree preferred. Knowledge of legislation governing benefit plans ERISA, COBRA, HIPAA, FMLA, PPACA and associated accounting and tax requirements. Minimum of three to five years of benefit design and administration experience. Outstanding verbal, written, presentation and listening communication skills. Proficient in MS Office applications.  
SALARY: Commensurate with experience.  
CONTACT: Please send your resume to jobs@petrocheminc.com.

011849  (First Posted: 01/22/2016)  
POSITION: Human Resources  
EMPLOYER: Petrochem Insulation  
LOCATION: Vallejo, CA  
DUTIES: The HR Manager is responsible for overseeing the field Human Resources function at Petrochem. The HR Manager also serves as a working team member and individual contributor to the team's success.  
QUALIFICATIONS: Bachelors degree. Three to five years of managerial and supervisory experience with the ability to demonstrate excellence in team leadership and development. Experience with a small to medium size company in growth mode. Strong experience in all facets of human resources processes including: performance management; recruiting; talent assessment; learning and development; organizational design; compensation and employee relations.  
SALARY: Commensurate with experience.  
CONTACT: Please send your resume to jobs@petrocheminc.com.

011852  (First Posted: 01/29/2016)  
POSITION: Senior Manager of Human Resources  
EMPLOYER: Campbell Soup Company  
LOCATION: Paris, TX  
DUTIES: The Senior HR Manager will oversee and lead human resources for one of Campbell's soup most complex manufacturing plants. He/she will provide comprehensive HR support with a particular focus in the areas of talent management and development. He/she will develop and execute the labor relations strategy for the Paris, Texas plant (which entails approximately 800 employees) The Senior Manager of Human Resources will manage a team of two.  
QUALIFICATIONS: The ideal candidate will have HR business partner experience coupled with experience managing labor relations in a unionized environment. Strong strategic thinking, leadership and communication skills are needed. Manufacturing experience is preferred.  
SALARY: Commensurate with experience.  
CONTACT: Please email resumes to tricia_summers@campbellsoup.com.

011854  (First Posted: 02/05/2016)  
POSITION: Recruiting Coordinator  
EMPLOYER: Microdesk  
LOCATION: San Francisco, CA or New York, NY  
DUTIES: Microdesk is major growth mode. We are looking for someone who is energetic, ambitious and really excited to be in at the ground level of helping to build a company. The recruiting coordinator will be responsible for the recruiting strategy and efficiently bringing new talent. The ideal candidate would be savvy in leveraging technology and social media to drive awareness about Microdesk and the really unique career opportunities we offer. He/she should also be great at networking and engaging our team in getting involved in the process. We currently have numerous open positions, so this person would have to be ready to hit the ground running! For a complete overview of the job responsibilities, contact Laura at lguzman@microdesk.com.  
QUALIFICATIONS: Minimum two to four years Recruiting Coordinator experience; Bachelors degree or relevant work experience; experience using applicant tracking systems such as Jobvite; excellent use of MS Office Suite; experienced with various web / digital marketing and social media tools.  
SALARY: Commensurate with experience.  
CONTACT: Submit a cover letter and resume to Laura Guzman, lguzman@microdesk.com. Any inquiries may also be directed to Laura at the email address above or by calling 646-573-2563.
POSITION: Human Resources Business Partner  
EMPLOYER: Biogen  
LOCATION: Cambridge, MA  
DUTIES: This position will be responsible for providing strategic HR Support for Biogen's Drug Discovery organization reporting to the HR Business Lead who supports all of Research. Owns and stewards the end to end HR agenda for the Drug Discovery, Computational Biology and Research Technology organizations, and develops the plan for delivering and executing on that agenda. Act as an influential advisor for internal clients within Drug Discovery Computational Biology, and Research Technology, coaching and consulting on an ongoing basis. Seen as a credible activist by identifying and driving change.  
QUALIFICATIONS: At least seven to ten years of experience in progressively responsible roles in human resources, particularly generalist roles. Prior experience supporting a Research environment preferred. Experience with Six Sigma/Lean, process optimization, and policy development preferred. Bachelors Degree in Industrial and Labor Relations, I/O Psychology, HR Management required. MBA preferred.  
SALARY: Commensurate with experience.  
CONTACT: Please go to www.biogen.com/careers and enter in Requisition # 27386BR. Job title is HR Partner, R & D.

POSITION: HR Quantitative Analyst  
EMPLOYER: PIMCO  
LOCATION: New York, NY  
DUTIES: We are looking for someone who is passionate about numbers, process improvement and is able to interpret data into useful, actionable management information. The Analyst is responsible for developing and delivering high quality management metrics to the Global HR team. He/She must have a high level of integrity, work well under pressure in an intense environment and have the ability to meet rigorous deadlines while maintaining accuracy. Duties include but are not limited to: Assist in managing and facilitating global compensation process, including compensation review process for salary and incentives, performance management, promotion review. Provide HR with scenario planning, topical analysis. Regular HR metrics, headcount reporting, forecasting.  
QUALIFICATIONS: Attention to detail and strong quantitative skills a must. Four year bachelors degree. Advanced MS Office skills; advanced Excel and Intermediate MS Access. PeopleSoft/HRIS Systems. At least three years of experience in finance or an analytical role, ideally within compensation. Ability to multi-task and carefully manage priorities is essential. Capable of producing ad-hoc work quickly and with high accuracy.  
SALARY: Commensurate with experience.  
CONTACT: Please send resume and brief note directly to jana.jacobson@pimco.com.

POSITION: Executive Compensation Consultant  
EMPLOYER: Pay Governance LLC  
LOCATION: Boston, MA or New York, NY or Philadelphia, PA  
DUTIES: Pay Governance is a leading executive compensation consulting firm, advising boards and senior management teams of leading large and growing companies. As a Consultant, you will work on project teams, providing analytical support, assisting with report writing, and the development of compensation solutions. Our best consultants are self-starting and able to juggle multiple project assignments. Good consulting work offers the opportunity for continued advancement in your role on project teams.  
QUALIFICATIONS: Bachelors degree in Industrial and Labor Relations, economics, finance, statistics, or a related business major. Excellent verbal and written communication skills, strong quantitative skills, including analysis of large data sets and familiarity with mathematical and statistical concepts and models. Flexibility, adaptability, and ability to balance multiple projects and changing client needs, working proficiency in Microsoft Office, one to four years of consulting, business, finance/banking.  
SALARY: Commensurate with experience.  
CONTACT: Please visit our website at www.paygovernance.com/careers to upload a copy of your resume.
011858  (First Posted: 02/19/2016)
POSITION:  Human Resources Associate
EMPLOYER:  Opower
LOCATION:  Arlington, VA or San Francisco, CA
DUTIES:  We are looking for a HR Associate to support Opower's Human Resources team. The ideal candidate should possess strong organizational skills, be very detail oriented, be able to effectively multi-task in a fast-paced environment, and not be afraid to jump in and roll up their sleeves. This is an exciting opportunity to learn and grow as part of a dynamic, employee-driven organization. For more information, please contact Melanie at melanie.tu@opower.com or learn more at https://opower.com.
QUALIFICATIONS:  Bachelors degree and HR-related experience. Strong communication skills and ability to effectively interact with stakeholders at all levels of the organization. Familiarity and experience with HRIS/Payroll systems (Workday) preferable.
SALARY:  Commensurate with experience.
CONTACT:  Apply online at https://opower.com/careers.

011859  (First Posted: 02/19/2016)
POSITION:  Associate Attorney- Labor and Employment Law
EMPLOYER:  Berke-Weiss Law PLLC
LOCATION:  New York, NY
DUTIES:  Needs strong research and writing skills to handle discovery, motion practice, position statements, severance and employment agreements, and appeals.
QUALIFICATIONS:  Law degree with at least two to four years of experience with labor and employment law. Admission to New York Bar.
SALARY:  Commensurate with experience.
CONTACT:  Please send cover letter, resume, a writing sample and references to info@berkeweisslaw.com.

011853  (First Posted: 01/29/2016)
POSITION:  Assistant Executive Director
EMPLOYER:  Directors Guild of America
LOCATION:  New York, NY
DUTIES:  The Assistant Executive Director will be responsible for administering the film and television agreements and representing assistant directors and production managers in the eastern region.
QUALIFICATIONS:  Qualified candidate will be a skilled labor professional with at least five to seven years experience. Commitment to collective bargaining and union representation required. Experience in entertainment industry preferred.
SALARY:  Commensurate with experience.
CONTACT:  Please send resume and salary requirements to peggyo@dga.org. No phone calls please.

011850  (First Posted: 01/22/2016)
POSITION:  Director of Jewish Life-Bucknell Hillel (1607)
EMPLOYER:  Hillel Foundation
LOCATION:  Lewisburg, PA
DUTIES:  Create a vibrant, welcoming, and inclusive atmosphere within the Berelson Center for Jewish Life and on campus. Advise Bucknell Hillel and provide mentorship and guidance to the leadership team and members of the organization. Coordinate and facilitate Shabbat services and Jewish holiday celebrations. Develop one-on-one relationships with Jewish students utilizing creative methods to engage them. Develop Jewish religious, cultural, service, and social gatherings and programs. Collaborate and work with the University Chaplain, Chaplain for the Catholic Community, and other religious advisers to promote inter-religious understanding and appreciation for religious diversity. Other duties as assigned.
QUALIFICATIONS:  Bachelors degree. Strong knowledge of Judaism and Jewish life. Experience with Jewish programming (experiential learning, Jewish education, Israel engagement, etc.). Experience working with young adults in an educational or inter-religious setting. Excellent communication and interpersonal skills. Ability to effectively interface with a wide variety of constituents including students, faculty, staff, prospective students, and alumni.
SALARY:  Commensurate with experience.
CONTACT:  To apply please visit careers.bucknell.edu.
011851  (First Posted: 01/22/2016)
POSITION: Director of Jewish Student Life-University of Nevada Las Vegas Hillel (1606)
EMPLOYER: Hillel Foundation
LOCATION: Las Vegas, NV
DUTIES: Hillel at the University of Nevada Las Vegas is a standout university with a strong campus program. We are seeking a dynamic, people-focused Director of Jewish Student Life to build, establish and maintain relationships with everyone on campus from incoming freshmen to the VP of Student Affairs, as well as engage young adults and work with community leaders from a broad spectrum of organizations. We are open to a wide range of exceptional candidates and professional backgrounds. Our organization is committed to supporting the Director with whatever resources he/she needs to enhance the Jewish lives of Jewish undergraduate and graduate students on and off campus. The Director of Jewish Student Life at UNLV will be supervised and mentored by the President and CEO.
QUALIFICATIONS: Bachelors degree. Three-plus years of professional work experience and demonstrated leadership experience. Strong administrative skills and knowledge. Past roles working in a Jewish organization are a plus, as are other types of work where you manage multiple projects. Excellent communication skills with the ability to act as the professional face of Hillel at UNLV. Experience in public relations is a bonus. A team-oriented approach, a strong work ethic, sense of humor, ability to take risks and learn from challenges.
SALARY: Commensurate with experience.
CONTACT: Visit www.hilleljobs.com to apply. Please contact jobs@hillel.org with questions. Applicants should include a cover letter and resume in one document when applying for this position.

011860  (First Posted: 02/26/2016)
POSITION: Senior Director of Benefits
EMPLOYER: Cornell University, Division of Human Resources
LOCATION: Ithaca, NY
DUTIES: The Senior Director of Benefits will serve as a key member of the Cornell's human resource leadership team and will drive the strategic vision for the benefits operation that serves the Cornell Community. This will be accomplished by innovating existing programs, and through the design, implementation and evaluation of new strategic directions. The Senior Director will oversee a team of five Associate Directors and 17 specialists and will advance a culture of exceptional customer service by energizing the benefits team to effectively serve members of the university community.
QUALIFICATIONS: Masters or other advanced degree with at least ten years of progressive employee benefits experience. Applicants with an equivalent combination of education and relevant professional experience are encouraged to apply. A minimum of five years supervisory experience in benefits capacity or equivalent combination required.
SALARY: Commensurate with experience.
CONTACT: For details and to create a profile and apply online: https://cornellu.taleo.net/careersection/10164/jobdetail.ftl?job=30902. Contact Edgar Johnson, ejj33@cornell.edu, 607-254-3337, for more information.

011861  (First Posted: 02/26/2016)
POSITION: Senior Labor Relations Specialist
EMPLOYER: The Port Authority of NY & NJ
LOCATION: Jersey City, NJ
DUTIES: The Port Authority of NY & NJ is seeking a talented Senior Labor Relations Specialist to join our team. The Senior Labor Relations Specialist manages a wide range of labor relations issues for the 8 different civilian unions within the Port Authority. The selected candidate will be responsible for a wide range of duties that include, but are not limited to, the following: investigating civilian union grievances and Improper Practice Charges (IPs); responding to grievances and preparing for arbitration hearings, IP hearings and informal conferences before the Port Authority's Employee Relations Panel.
QUALIFICATIONS: Applicants must have a Bachelors degree in Industrial and Labor Relations or a related field. Applicants must have a minimum of five years of experience in the Labor Relations field.
SALARY: Commensurate with experience.
CONTACT: Interested candidates should apply to this job by going to www.JoinThePortAuthority.com. Search for the Labor Relations Specialist position and follow the application instructions.