



## **Mediacom Communications**

***Mediacom is proud to have received the following recognition, "2021 Best Managed Companies," "2019 Best Company for Women to Work," and "2017 Best Company for People of Color and Women to Work"***

### **HR Business Partner, Gulf Breeze, FL**

Area Supervisor is responsible for overseeing and carrying out the Human Resource functions in assigned locations, with particular emphasis in recruitment, hiring, on-boarding, employee relations, and employee engagement. HR responsibility is comprehensive, including talent management, learning & development, HR compliance, diversity, equity & inclusion, compensation.

#### **Job Duties and Responsibilities:**

- Recruiting efforts for hourly and professional positions in assigned locations. Acts as a primary resource for assigned site directors in their recruitment and staffing efforts. Partners with hiring managers to update job descriptions as needed. Executes recruitment, interviewing, hiring and temporary staffing plans in a timely manner and in accordance with DFA standards
- Leads and executes the on-boarding of new employees to ensure new employees and repositioned employees have proper orientation, access to information and resources needed to be successful in the role. Partners with site directors to create a comprehensive onboarding plan which includes supervisor-led training for new employees
- Facilitates talent management initiatives to drive engagement, build business capabilities and enhance retention in assigned plants. Partners with HR team to ensure consistency with talent initiatives organizationally
- Provides leadership in the execution of HR processes, practices, and policies in partnership with operations leader(s) in assigned locations
- Communicates HR practices and procedures to operations leaders and supports them in executing performance activities, compensation tasks and corrective actions
- Effectively partners with HR team at business unit level and headquarters as appropriate
- Develops recommendations for HR process improvement
- Provides employee relations support for leaders in assigned locations. Consults with employees and managers to address and resolve employee concerns and disputes, escalating and recommending appropriate actions when required

#### **Knowledge, Skills, and Abilities**

- Demonstrated proficient knowledge of employment practices, applicable laws and regulations
- Ability to manage multiple and simultaneous priorities and prioritize a heavy workload in a fast-paced environment
- Effective communication and presentation skills
- Ability to exercise sound judgment, strong coaching, influencing and conflict resolution skills
- Ability to identify and handle priority and/or sensitive issues with discretion and a commitment to confidentiality

#### **Preferred Experience/Skills:**

- Bachelor's degree or equivalent experience with professional certification preferred
- 2+ years' experience in human resource management
- Solid human resources generalist experience
- Excellent interpersonal and written skills
- Proficient in Microsoft Office Suite (Word, Excel, Power Point), Microsoft Teams.
- Experience in the cable industry or related field preferred

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posting: <https://phe.tbe.taleo.net/phe01/ats/careers/v2/viewRequisition?org=MEDIACOMCC&cws=46&rid=16511>

- EOE/Minorities/Females/Veterans/Disabled