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**HR Generalist – Talent Acquisition**

**Job Summary**:

The HRBP serves as an advisor to management and store operations in all areas pertaining to Human Resources. As a seasoned generalist, this person will formulate strong partnerships across the organization, act as an employee champion and change agent. The HR Generalist will assess and anticipate HR-related needs, communicate in a proactive approach and seek to develop solutions. The generalist will deliver value added services to management and employees that reflect the HR Strategy and business objectives of VFO. The Generalist will be fluent in retail operations and multi-state laws and regulations. The HR Generalist will be the subject matter expert specific to talent acquisition, forecasting and recruiting strategies, culture, onboarding, and turnover analysis.

**Job Responsibilities:**

1. Conduct climate surveys and analyze statistical data to proactively identify employee issues, problematic trends, market rate comparisons and adjustments and develop strategy for improvement.
2. Guides and coaches managers on how to appropriately resolve HR employee relation issues.
3. Positively works with district and store managers to coordinate and facilitate progressive disciplinary action, as well as terminations in order to ensure legal compliance and consistency.
4. Act as the recruiting subject manner expert pertaining to forecasting and developing strategies for potential hiring needs. Developing innovative recruiting techniques and creating alternative recruiting sources to help build local partnerships where stores are located.
5. Review onboarding process to ensure effectiveness and look for continuous ways to enhance. Ensure compliance across organization.
6. Continue to work with HR Director and HRBP/Talent Development to review 9 box placement and ensure internal candidate readiness.
7. Build trust, credibility and respect within districts which will formulate relationships and create the ultimate work experience.
8. Monitor federal and state laws to ensure compliance.
9. Work closely with HR management in developing tools, resources and procedures that will simplify yet strengthen our strategic goals.

**Job Requirements:**

Years of Related Professional Experience: 3-5 years of generalist experience.

Educational/Position Requirements:

* Bachelor’s degree or equivalent experience.
* Previous experience in a retail environment a plus.
* Broad knowledge of all areas in Human Resources.
* Strong interpersonal and organization skills.
* Ability to identify problems and find solutions.
* Comfortable interacting, supporting and appropriately challenging district and store management.
* Able to prioritize and meet deadlines.
* Proactive.
* Able to see and maintain confidential information.

**Special Physical and/or Mental Requirements:**

* Must be able to effectively work in fast paced environment with changing deadlines.
* Some travel is required.

To apply directly go to <https://vfc.taleo.net/careersection/vfcexternal/jobdetail.ftl?job=R-20150605-0025>