



HR BUSINESS PARTNER

DESCRIPTION

Combined Insurance, a Chubb Company, is seeking an HR Business Partner to join our fast-paced, high energy, growing company. We are proud of our tradition of success in the insurance industry of over 90 years. Come join our team of hard-working, talented professionals!

JOB SUMMARY:

Under the direction of the Sr. HR Business Partner, the field HR Business Partner will provide support with various professional and administrative level duties in the field including strategy implementation and analysis, employee relations and compliance as well as field talent review and development. The HR Generalist will support and collaborate with key business partners including Sales Agents, Territory Managers, Market Directors and Regional Directors. Opportunity to grow into a Sr. HR Business Partner role.

RESPONSIBILITIES:

- Provide daily HR support to multiple sales territories throughout the Northeast Region.
- Serve as a trusted advisor to sales managers- properly interpret and consistently administer policies.
- Support the development and delivery of training programs focused on benefits, performance management and professional development.
- Support HR programs, practices and policies.
- Serve as employee advocate to support employee engagement and retention initiatives.
- Support field recruiting events and activities.
- Ensure that the field adheres to all state and federal regulations pertaining to employment matters.
- Support the Leave process in conjunction with outside vendor and corporate benefits; assist managers and employees with questions.
- Coach and advise to management performance and employee relations issues.
- Respond to inquiries regarding policies, procedures and programs.
- Participate in special projects both individually and on cross-functional teams.

COMPETENCIES:

- **Results Orientation** – Effectively executes on plans, drives for results and takes accountability for outcomes; perseveres and does not give up easily in challenging situations; takes full accountability for achieving desired results.
- **Values Orientation** – Upholds and models Combined values and always does the right thing for the company, colleagues and customers; is direct, truthful and trusted by others; acts as a team player; acts ethically and maintains a high level of professional integrity.



- **Initiative** – Willingly does more than is required or expected in the job; meets objectives on time with minimal supervision; eager and willing to go the extra mile in terms of time and effort; is self-motivated and seizes opportunities to make a difference.

SKILLS/EXPERIENCE:

- Minimum of 3 – 5 years in Human Resources or equivalent; previous experience supporting sales in a matrix-based environment is preferred.
- Strong analytical and problem solving skills
- Ability to work independently and manage multiple priorities in a fast paced environment
- Excellent written and verbal communications skills; experience speaking in front of groups.
- Pro-active partner who offers input, information, and recommendations that meet business goals.
- High energy with a strong drive for results.
- Experience with data analytics- developing reports, analyzing data and data presentation
- Highly proficient in Microsoft Office
- Must be able to travel locally/regionally (sometimes overnight) up to 40%
- Exposure to leave of absence/FMLA and Worker's Comp is a plus
- Employee Relations experience required

EDUCATION:

- Bachelor's Degree

OUR BENEFITS

As a Combined corporate employee, you have access to one of the most comprehensive benefit plans in the business, designed to meet your needs and help you reach your financial goals. We are committed to supporting its employees with a comprehensive compensation package that is appropriate in the market where they work. Below are several of the many benefits we offer our employees:

- Health insurance
- Dental insurance
- Tuition reimbursement
- A company-match 401(k) plan
- Disability insurance
- Life insurance
- Employee referral bonuses



ABOUT COMBINED INSURANCE

Combined Insurance is a leading provider of individual supplemental accident, disability, health and life insurance products. With a field sales force and corporate staff in excess of 5,000 people worldwide, Combined Insurance meets the growing coverage needs of policyholders around the globe. We pride ourselves on being customer-centric, people-driven, accountable, performance-minded, and ethical. We invest in our employees and take the time to focus on their development, needs and career aspirations.

Connect with us on
[TWITTER](#), [FACEBOOK](#), [LINKEDIN](#), [INSTAGRAM](#) and [GOOGLE+](#)

Read our blog, [SUPPLEMENTALLY SPEAKING](#), for more info on health and wellness topics

Roxanne Byrd

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Combined Insurance

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