



Job Title: Human Resources Business Partner

Reports To: Director of Human Resources

Department: Administration

Job Summary:

WellRight is a leading provider of corporate wellness software, used by organizations to improve the health and well-being of their employees and clients. Our mission is to help people change for good through positive habit formation focusing on six dimensions of holistic health: physical, emotional, financial, social, occupational, and purpose.

WellRight's complete wellness program creates a habit-forming environment that empowers and engages employees with our highly configurable software platform that can be completely customized to meet the needs of any organization.

As WellRight's Human Resources Business Partner (HRBP), the successful candidate will work with each team of experts to impact the growth and employee experience of WellRight staff. The HRBP will be responsible for providing strategic consulting to all business units and facilitate the human resource strategies with the overall business objectives. Additionally, the HRBP will drive the talent development and retention efforts by utilizing metrics-driven analysis and by understanding each employee's unique need. The candidate must be able to cultivate and maintain strong working relationships with the leadership team and business units that they serve.

Job Description

- Serve as the strategic partner to each WellRight business unit regarding employee relationships, professional development, and problem resolution, aligned with legal and organizational policies and regulations
- Owns the core human resource function to achieve desired organizational outcomes and compliance
- Continually facilitate internal changes to human resources-related workflows to ensure efficiency and optimal user experience
- Partner with the human resources and leadership team in implementing recruitment policies and procedures to identify quality candidates, check references, draft offers, and guide onboarding



- Champion the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and candidates
- Execute and advise on employee policies and procedures and make recommendations on existing HR systems and processes
- Manage the annual performance management process; assisting managers with the development of clear performance and career goals to foster high performance
- Act as the subject matter expert with the various modules within the HRIS system; participate in the evaluation of add-on services to enhance data insights
- Provide ongoing support to WellRight team members to allow for successful execution of HR processes and policies
- Facilitate the Payroll and expense reimbursement process, in conjunction with the finance and individual team members

Requirements:

The ideal candidate will have prior experience in HR or recruitment, with a thorough understanding of HR best practices and have a thorough understanding of regulatory compliance.

- Bachelor's degree in HR or related field
- HR certification preferred
- 3-5 years of progressive HR experience
- Knowledge and experience in organizational planning and development, recruitment, employee engagement, and development
- General knowledge of labor and employment laws and practices
- HR experience in a software/technology company preferred
- Extensive knowledge of HR policies and systems such as Paylocity (HRIS) and Benefits Connect; proficient in Google suite of services and permission (Drive, Sheets, Slides, Forms, Docs, etc.)
- Strong project management and organizational skills with high attention to detail
- Exceptional communication, skills, interpersonal, and presentation skills, and an ethical mindset
- Ability to work independently and multi-task effectively; adept to problem-solving and conflict resolution



About WellRight:

WellRight is based in Chicago.

Benefits include: Unlimited PTO, flexible work schedule, at-home internet stipend, medical, dental, and vision, 401k matching, paid short-term and long-term disability coverage, parental leave, and competitive compensation.

WellRight is committed to a diverse, equitable, and inclusive workplace. We welcome people of all backgrounds, experiences, abilities and perspectives and encourage women and underrepresented groups to apply. WellRight strives to create an environment that is fun, energetic, and supportive for all.

To apply, please click [HERE](#).