

NOTE: Some of our clients are recruiting marketing talent into this role, as HR/Talent truly is an internal marketing experience—marketing the company to the employees if you will. The admin/compliance portion of the role can be handled by a far more junior person who is well-versed in this area. If we focus on the VP role as key to cultivating our employees and building/executing/evolving cultural rituals to get engagement, alignment, our core values, growth and more embedded in our company's DNA, we'll get far more from our people.

Role: VP Talent Management & Corporate Administration

Department: Executive Leadership team

Location: _____

Reason

To help COMPANY attain corporate objectives by providing strategic direction and input regarding overall Talent Management and Corporate Administration strategies that support the culture, company direction and business needs of the organization.

Responsibilities: Talent Management

1. Play an integral role in the development and implementation of cross functional human resources initiatives, with a focus on talent management, to help the various departments meet their strategic and financial targets, as well as their employee development and learning goals.
2. Drive all recruiting, employee development, succession planning and talent assessment linked to hiring and talent decisions.
3. Provide proactive thinking and results in the operational area of talent management, ensuring a balance between strong process management and getting things done quickly and in a non-bureaucratic way.
4. Proactively network and benchmark human resources (HR) best practices in terms of creative positive work environment solutions, retention strategies and development tactics.

5. Provide strategic and tactical partnership/assistance to all executive leadership and management staff, enabling them to more effectively meet their business and personnel objectives.
6. Oversee the development and implementation of programs, policies, employee benefits, tools and processes designed to improve management and employee performance, productivity, satisfaction and business results.
7. Manage the Talent Management team by hiring for talent, setting clear performance expectations, motivating people to succeed, and developing the unique talents of each team member. Conduct performance evaluations, recommend wage adjustments and incentive plans, hire, coach, promote, and provide corrective counseling and/or termination when needed.
8. Work directly with the CEO and other members of the Executive Leadership Team on initiatives to build and support a vibrant corporate culture that is based on the Company's Core Values.
9. Participate in ongoing training to enhance own job skills, knowledge, and professional growth. Keep informed on issues and trends relating to Human Resources, Talent Management, and Corporate and Strategic Leadership, as well as Healthcare, Workers Compensation, Bill Review, Cost Containment, Managed Care, and other industry-related areas.
10. Collaborate with other members of Company's executive leadership team in order to support core values and achieve company objectives.

Responsibilities: Corporate Administration

11. Work directly with the CEO to implement the Corporate strategic planning process. This involves development and facilitation of daily, weekly, monthly, quarterly, and annual huddles/meetings.
12. Manage the Corporate Admin Team (Executive Assistant, Receptionist, other admin support staff) in order to enhance Company-wide efficiency and effectiveness. This involves planning and implementing Company-events, supply ordering, and general office support.
13. In conjunction with the CEO and other Executive Team Leaders, manage all internal Company communications to ensure consistent messaging and accomplishment of Corporate objectives.

14. Special projects as assigned.

Relationships

- Reports to: Chief Executive Officer
- Regularly interacts with members of the executive leadership team, managers, and supervisors.
- Occasionally interacts with all members of COMPANY staff.
- Regularly interacts with outside vendors and professional colleagues.

Requirements

Education/Training

- Bachelor's degree required; Master's degree preferred.

Experience

- Minimum eight to ten years of business experience with progressive responsibilities; four to five years previous management experience
- Deep commitment to cultivate people at all levels of the company, to create emotionally engaging company rituals, to strive for employee morale and engagement at our company to set a new standard in our industry
- Experience in human resources or corporate training and development a major plus
- Experience in setting or providing key input for determination of high level strategies and objectives for departments and/or companies preferred
- Industry experience in medical/health care/insurance/billing review a major plus

Skills/Competencies

- Hands-on leader; process focused, relationship builder both internally and externally
- Strategic thinker with an ability to translate plans into action

- Ability to understand complex issues, identify opportunities, and recommend appropriate solutions
- Ability to lead, motivate, coach and provide informative direction to a high-performing team
- Ability to evaluate and assess skill, potential, and performance to provide strong advice in personnel decisions and to identify training and development needs
- Strong customer service mentality
- Team player
- Highly organized and focused
- Excellent project manager with demonstrated “people skills”
- Excellent written and verbal communication skills/presentation skills
- Good listener
- Persuasive and personable
- Flexible and able to handle constant change
- Ambitious, results-oriented individual with entrepreneurial drive
- High energy, professional, tenacious—thrive on meeting and exceeding objectives
- Extremely ethical and capable of honoring commitments

Reward

- Compensation commensurate with skills and experience.
- Competitive benefits package.
- Employment within a firm committed to core values, staff development, emerging technology, private ownership, and controlled growth/reinvestment in the future.

- Opportunity to make a difference in reducing health care costs and increasing the value of health care to individuals and their employers.
- Daily interaction with some of the most talented people in the medical cost-containment industry.

COMPANY Overview

Headquartered in _____, COMPANY is a (COMPANY description here). At COMPANY, we're committed to:

- Continuous technological improvement
- Entrepreneurial attitude
- _____ core values that emphasize teamwork, ethical behavior, customer service, continual improvement, positive attitude, focusing on what's really important, and keeping a sense of humor
- Responding quickly to client needs: both internally and externally
- Seeing our people as our greatest assets
- Being the best, not the biggest