

Senior HR Program Specialist (LOA Specialist & other HR Programs)

CDM Smith provides lasting and integrated solutions in water, environment, transportation, energy and facilities to public and private clients worldwide. As a full-service consulting, engineering, construction, and operations firm, we deliver exceptional client service, quality results and enduring value across the entire project life cycle.

Job Responsibilities:

Under the direction of the HR Programs Manager, the Senior HR Program Specialist will oversee and execute Corporate programs such as Relocation, Background Checks, Immigration, Leaves of Absence, E-Verify and Onboarding programs in support of management and employee needs in specific business entities. Key responsibilities include leading and/or participating in the design, development, implementation, execution, tracking and assessment of HR programs and initiatives aligned to business strategies.

The successful candidate will:

Administer the HR Programs day to day policies and procedures. Advises human resources (HR) team, managers and employees on implementation and execution of program guidelines, processes and procedures. Collaborate with internal and external parties to ensure adherence to the firm's policies and/or procedures.

Review program(s) to ensure legal compliance and recommends process and policy changes accordingly. Manage vendor relationships escalating vendor issues as appropriate to supervisor or higher-level management. Prepare analyses and provides recommendations to improve program(s) performance.

Use current and historical reports and analysis to identify program(s) issues and make recommendations for program improvement. Prepare quarterly, bi-annual or annual reports on program(s) for manager, HR team and key business stakeholders.

Lead assigned programs or projects and leads and/or participate in other HR related projects to improve processes, reduce manual work and increase efficiencies.

Maintain thorough knowledge and competency level of contemporary issues, practices, regulations and systems within the program area.

Prepare, track and maintain information for program(s) including expenses, detailed agreements/files by individual using a variety of methods including reports, spreadsheets and software. Process invoices associated with the program.

Job Requirements:

Minimum Qualifications:

Education: Bachelor's Degree in Human Resources, Sociology, Psychology or other related discipline.

Experience: Minimum 4 years related experience required in HR Program management such as relocation, immigration, leaves, background checks, eVerify and I-9 management. Prior management of Leaves of Absence and specific experience in creating leave of absence processes, procedures and tracking methodologies as well as with the implementation of a Leave of Absence software system is strongly preferred.

Working knowledge of Microsoft Office Suite required.

Must possess strong collaboration, organizational, listening, and communication skills (written, verbal and presentation).

We attract the best people in the industry, supporting their efforts to learn and grow. We strive to create a challenging and progressive work environment. We provide career opportunities that span a variety of disciplines and geographic locations, with projects that our employees plan, design, build and operate—as diverse as the needs of our clients. CDM Smith is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Qualified candidates should apply by clicking on the link below:

<https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25038&siteid=5220&areq=21449BR&code=NewEnglandRelocationAssociation>