



HR Generalist

Job type: Full-time.

Location: San Diego or St. Louis. In office with an option for a hybrid schedule. For new hires outside of San Diego, the company will sponsor onsite training in San Diego headquarters for a period of one to three weeks at the start of employment.

Role Summary:

TEAM Risk Management Strategies (www.teamemployer.com) is looking for an HR Generalist to join and support our rapidly growing company. This role is responsible for providing central HR support for 25+ multi-state employees. The ideal candidate has a broad range of HR experience and is interested in building out HR policies and best practices for new acquired companies. This is a mix role where at times you will be an individual contributor while also at times being a thought leader / problem solver; this role works closely with the HR & Operations Manager and the Vice President of Finance and is highly visible to other executives throughout our organization.

Responsibilities you will own:

- Primary HR point of contact for 25+ multi-state employees
 - New hire onboarding
 - Payroll processing via ADP
 - Maintain & enhance company policies and handbook
 - Manage employee benefits
 - Manage multi-state compliance requirements
 - Handle W2s, EEO-1 and other reporting requirements
 - Maintain employee files
 - Handle leaves of absence, terminations, and other employee relations issues
 - Provide support and back up for People & Operations Manager
 - Serve as key member of 401k team across the broader corporate organization
- As TEAM acquires new companies, this position will also:
 - Implement ADP and train new companies on ADP
 - Review, improve, and align the acquired company's employee handbook and policies
 - Facilitate employee trainings
 - Work with executives on other areas for standardization & improvement

Travel:

Ability/ willingness to travel 10%-15% of time as needed

Attributes we are looking for:



- **Experience:** Three to four years of progressive, professional human resources experience or equivalent, preferably with multi-state employees. Experience with ADP is strongly preferred, but not required.
- **Education:** Bachelor's degree and PHR or SHRM-CP certification preferred.
- **Servant leadership:** Inspires confidence in others by proactively seeking to assist colleagues where needed.
- **Team player:** Collaborates effectively with colleagues through a balance of support and candor.
- **Communication:** Listens well and conveys clear understanding of content and meaning to others in written, oral and other formats.
- **Project management:** Plans, organizes and delivers quality outcomes involving complexity and multiple stakeholders.
- **Judgment:** Consistently makes wise decisions in the face of competing priorities and imperfect information.
- **Learning and mastery:** Acquires and maintains relevant subject matter expertise.
- **Resourcefulness:** Tackles new challenges through learning, creativity and persistence.
- **Humility:** Exhibits empathy for others and asks for help when needed.
- **Relationship management:** Develops trust with stakeholders through development of personal rapport and professionalism.
- **Technology savvy:** Comfortably uses technology to deliver results effectively.

Benefits: Company-sponsored medical, dental and vision plan for employees and their dependents, 401(k), wellness program, learning development program, life insurance, long-term disability coverage, charitable contribution matching, volunteer time off and employee assistance program. In addition to accrued vacation time and sick time, TEAM recognizes 12 paid holidays. We offer our team members the option of alternative work schedules depending on role and location.

For team members based out of the San Diego office, we offer daily catered meals, weekly massages, onsite fitness center, a fully stocked pantry, happy hours, free parking and much more. For team members based in our St. Louis office we are enhancing our offerings regularly but currently offer a fully stocked pantry, free beverages, a relaxed office attire environment, periodic catered team lunches, free parking and much more.

About TEAM Risk Management Strategies

Founded in 2003, TEAM Risk Management Strategies is the leading provider of outsourced payroll, human resources and risk management solutions to fiduciaries, trust beneficiaries, high net worth families and other worksite employers of domestic staff and service providers. By serving as the employer of record, TEAM protects those who would otherwise directly employ domestic staff and other service providers from employment-related risks and assumes the hassles of employee administration through the provision of workplace insurance, liability coverage and compliance with evolving employment law. We pride ourselves on providing fanatical customer service nationwide in partnership



with hundreds of financial institutions, including many of the nation's largest banks, wealth managers, law firms and corporate partners. We maintain a collegial and fun-loving culture underscored by frequent team celebrations, office pranks and a common passion for those we serve.

Our vision:

To provide expert employment solutions, compassionate service, and creative partnership to the people we serve.

Our mission:

The people we serve and those who support them have peace of mind knowing they can choose their own service providers without the burden or risk of being an employer.

Our values:

- **Teamwork:** We care about each other and the work that we do. We are always ready to lend a helping hand and work together to solve even the toughest challenges.
- **Customer service:** We consistently go above and beyond to provide the highest level of service to our clients. We are responsive, creative and will find a solution to any problem.
- **Accountability:** We are passionate about the work that we do. We hold ourselves and each other accountable to a high standard of quality.
- **Integrity:** We are honest and ethical in our interactions and we do the right thing for the right reason, 100% of the time.
- **Compassion:** We care deeply about our clients, our employees, the families we serve, and each other. We are open-minded and enter into our interactions with respect and an assumption of positive intent.
- **Fun:** We take our work very seriously but not ourselves and we prioritize balanced lives for our team.