

The role:**People Operations & Talent Business Partner****What you'll do:**

The People Operations & Talent Business Partner will play an integral role in our team performing a wide variety of duties to support our results-oriented, high-performing team. One of the top priorities of this role will be talent acquisition as we focus on attracting, growing and retaining top talent to meet the needs of our business. Additionally, the ideal candidate will contribute at both a tactical and strategic level and has a solid Human Resources background with a desire to build and create a cutting-edge organization by providing coaching, implementing creative solutions and supporting and improving the employee experience.

- Full lifecycle recruiting experience - you enjoy the recruiting process thoroughly and know how to source, interview and close candidates. You are driven by metrics and success in this area (light volume)
- Support and educate the team with your knowledge of; benefits, compensation, employee relations, training & career development
- Responsible for onboarding and offboarding employees along with leave administration
- Experience working with HRIS systems with thought toward workflow processes and efficiencies in relation to onboarding, offboarding, performance, etc.
- Participate in the design and implementation of programs that build employee engagement and retention
- As a leading member of the culture crew we plan and celebrate events with employees (cultural awareness events, teambuilding, theme days etc.)
- Administer, develop and implement policies and procedures in accordance with California state, local and federal guidelines as well as through knowledge of employment & labor laws and practices a must
- You are current with industry trends and proactively initiate creative programs that enhance the business and the employee experience
- A strategic business partner with management to develop action plans, creative solutions and support the team on a day to day basis
- Experience with compensation analysis, methodology and surveys a plus
- Solid analytical and critical thinking, problem solving and decision-making skills a must
- Culture ambassador for DES's mission, culture and values
- Accountable and self-motivated professional who enjoys working in a fun and high functioning team environment

What we are looking for:

- BA/BS Degree in Human Resources or similar field and/or PHR certification
- 5 - 8 years HR Generalist experience
- Experienced in full lifecycle recruiting

- Ability to balance the needs of the company and the employee seamlessly
- Exceptional consulting, coaching and facilitation skills- you are a persuasive communicator who can build trust and rapport with managers and employees
- Experienced with HRIS systems, MS Office Suite, Google Docs etc.
- Solid work ethic and the ability to “get it done” while having fun the process and juggling multiple priorities

Our purpose

Together we design places that inspire people to learn, to cure, to heal to connect to community, to change the world and to dream.....won't you join us?

DES Architects + Engineers has designed working, learning, and healing environments for our clients for 40 years. As a full-service design firm with offices in Redwood City and San Francisco we provide creative and sustainable solutions that serve the needs of companies in life sciences, technology, healthcare, education, municipalities and the development community

Why us?

DES is committed to the well-being of our employees and their families. In addition to offering competitive salaries and bonuses, we provide 100% company-paid employee medical, dental, vision and life insurance as well as short and long-term disability benefits. The company offers a robust 401k plan with a generous company match and profit sharing. We offer a collaborative, friendly fun environment for our employees to thrive in, while offering a multitude of creative perks that you will be sure to appreciate.

We welcome, recognize, celebrate and encourage diversity and inclusion in our workplace. Our teams are comprised of people with experiences from diverse backgrounds which helps us gain a fresh perspective while challenging our own thinking about design. We are proud to be an equal opportunity employer. All qualified applicants will be considered without regard to race, religion, color, gender, age, national origin, sexual orientation, gender identity, protected veteran status, disability, or any other status protected by federal, state or local law

If you like what you see, please apply with your resume to: jobs@des-ae.com

For more information on who we are check out our website at www.des-ae.com