222 West Adams Street, Suite 3150, Chicago, IL 60606 |
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**Position: HUMAN RESOURCES GENERALIST**

**Who We Are:**

Renovo Financial is a rapidly growing Chicago-based private lender serving real estate investors who acquire and renovate single and multi-family residential properties. We pride ourselves on supporting clients by providing unparalleled service, from the loan application through the payoff. Renovo's reliability and "win-win" solutions-oriented approach is just two reasons why our repeat and referral rates far exceed the industry average. Renovo was honored to be named one of Crain's 50 fastest-growing Chicago companies. Come join us, its "win-win!"

**Position Summary:**

Renovo's newly formed HR department is looking for bright and articulate HR Generalist. In this role the HR Generalist will play a dynamic role in supporting and developing the HR department, reporting directly to the CHRO. The right individual plays a central role in helping to create an equitable, high-performance people practice. Ideal candidates will care deeply about the team member experience and have the ability to effectively balance team member needs with business objectives. A successful candidate is comfortable with ambiguity, used to things moving fast, has had visibility and experience within various HR disciplines (benefits, learning and development, compensation, talent management, and talent acquisition) and enjoys being hands on. This role will touch and partner with everyone at Renovo Financial.

**Responsibilities include but are not limited to:**

- Provide HR support on day to day HR matters to manage the employee life cycle (e.g., hiring, promotions, performance & talent management, succession, and terminations), thought leadership, change management and coaching to all levels of the organization
- Partners with Talent Acquisition and all stakeholders to develop and drive a robust onboarding program.
- Ensures each new team member has a compelling onboarding experience, to include assisting in preparing and delivering new team member orientation.
- Manages employee offboarding process inclusive of exit interviews.
- Leads and participates in organization-wide HR projects, initiatives, and events.
- Maintains strict confidentiality for all sensitive information and issues.
- Maintains HRM system and accuracy of team member data, creates HR reports and dashboards.
- Assist with benefit enrollment, preps HR communications, and manages leave of absences.
- Assists with developing long term career pathing initiatives and learning & development opportunities.
- Provides HR policy guidance and interpretation to all team members as necessary.
- Partners with stakeholders on developing action plans and initiatives focused on improving work relationships, building morale and increasing team member engagement and retention
- Assists with annual performance review cycle, succession planning, and talent assessment
- Ensure compliance and adherence regarding Company values, policy/procedures, and federal/state employment laws.
- Integrate a mindset around diversity and inclusion, and constantly be able and willing to coach others to understand ways to optimize the firm's values

**Ideal Candidate:**

- Sales / Financial Services industry experience
- Bachelor's degree and/or related HR Generalist experience of 3+ years

- Has experience supporting employees in multiple states
- Experienced in organizational effectiveness
- Expertise in assembling, analyzing, and interpreting data analytics to drive results
- Local to Chicagoland area.
- Entrepreneurial spirit, proactive and strong ability to anticipate needs.
- Ability to foster and cultivate relationships / thoughtful and forward thinking
- Strong organizational, critical thinking skills with impeccable multi-tasking abilities
- Articulate, poised, leads with a sense of urgency
- Experienced in Microsoft Office products (Outlook, Word, Power Point, Excel)

**Behavioral Characteristics:**

- **Self-Motivated:** You take stuff on without waiting to be told what to do
- **Positive Attitude:** You approach situations with a proactive and positive attitude
- **Determined:** You stay on course even during difficult assignments and you crave opportunity for advancement
- **Team Player:** You believe that to be successful you need to leverage and trust your team. You lead by example.
- **Openminded:** Always seeks to find and develop creative solutions
- **Ambition:** You take stuff on without waiting to be told what to do. The ideal candidate needs to have a strong desire to do whatever it takes to operate the department. They must have a desire to excel.
- **Pride:** Take pride in your work & the work of your team. You recognize that the quality of work presented by your team is a representation of you

Renovo Financial is an equal opportunity employer. Renovo Financial does not discriminate in any employment actions (including hiring decisions) with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender identity and expression, marital status, disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Renovo offers a 401k plan with employer matching, paid time off, observance of company paid holidays, medical, dental, vision benefits for team members and their dependents, maternity benefits and more.