

About Guinness World Records

GUINNESS WORLD RECORDS (GWR) is the global authority on record-breaking achievement. The iconic annual *Guinness World Records* book has sold over 138 million copies in over 20 languages and in more than 100 countries since 1955. Additionally, the *Guinness World Records: Gamer's Edition*, first published in 2007 and part of a growing GWR publishing programme, has sold more than five million copies to date. Guinness World Records' television programmes reach over 750 million viewers worldwide, and the GWR YouTube channel boasts more than one million subscribers, prompting more than 300 million views per year. The GWR website receives 21 million visitors annually, and we engage with over 12 million fans on Facebook.

HR BUSINESS PARTNER, NEW YORK

Full time

The Opportunity

GWR is seeking a HR Business Partner who will have responsibility for driving key HR initiatives across multiple offices in GWR Americas including staffing, performance management, compensation planning, succession planning, training and development, rewards & recognition, organizational effectiveness and employee communication.

Main Duties & Responsibilities

As a Business Partner you will be the primary point of contact for the day-to-day questions/issues that arise from employees. Your responsibilities will also include:

- Interpretation of HR policies, practices and procedures to employees and managers
- Coach and counsel employees and managers regarding employee and Labor relations issues
- Support change in line with the business plan for the Americas
- Be perceptive and analytical about training needs – develop and implement practical solutions to facilitating the move toward a high-performance work culture.
- Analyse relevant markets data and develop compensation strategies to assist in meeting business objectives of expanding to different markets
- Be pro-active about recruitment needs and methods, coordinate the recruitment process and carry out interviews as appropriate.
- Participate in talent review and succession planning for client groups.
- Keep up to date with relevant US Labour Laws and best practice guidelines and ensure best practice policies are in place.

Candidate Capabilities

- Minimum of 6 years progressive HR generalist experience
- Experience of having worked in HR in a multi-office, media and entertainment company
- Working knowledge of SAP
- Strong business acumen, facilitation, conflict resolution and communication skills
- Ability to build relationships internally and externally, and influence without direct authority
- Must be a team player
- Open and easily approachable
- Working knowledge of applicable Federal, State and local laws and regulations related to the Human Resource function (ADA, FMLA, FLSA, etc.)
- Proficient with Office & Windows programs, and HRIS system

How to apply

Interested in the opportunity to gain experience from a strong brand with a great working environment? Send your CV and a covering letter to hr@guinnessworldrecords.com by 28th February 2018.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.