ASURINT
VERIFY EVERY HIRE

JOB DESCRIPTION
Vice President- Human Resources

At Asurint, we're building a leading information-based technology company in Cleveland, Ohio. Asurint is on a mission to help our customers succeed by bringing innovation, flexibility and personal ownership to background screening, while addressing the changing regulatory landscape. We measure our efforts by the success our customers enjoy and the positive onboarding experience of their employees. We are succeeding because they succeed.

Guided by our shared values, we thrive in an environment where collaboration and openness are valued. We believe that innovation is powered by perspective and that teamwork and respect for each other lead to superior results. We elevate each other and focus on doing the right thing. Our team serves with an understanding of their responsibility in the hiring process and with helping our customers make the most informed decisions. We focus on partnering with clients to elevate the background screening experience and, ultimately, the onboarding experience for all.

SUMMARY OF RESPONSIBILITIES:
We are seeking a Vice President of Human Resources who will manage and direct all human resources tasks for Asurint. This position will work directly with the CEO to **strategically** plan valuable HR programs that will help to develop and drive organizational success and will subsequently take action to implement them. This position will oversee and take the lead when it comes to any and all human resources matters and functions including but not limited to learning and development, employee engagement, employee compensation and benefits, HR and corporate policies, and talent acquisition.

RESPONSIBILITIES:

- Works with company CEO to strategically plan HR initiatives that benefits the company and encourages more efficient processes; promotes organizational development
- Directs all talent acquisition and employee on-boarding; follows all HR processes and procedures
- Understands and adheres to all pertinent Labor Laws: regularly evaluates corporate and HR policies and procedures for compliance; continually educates employees on company policies.
- Oversees administration and communication of all employee benefits
- Oversees administration and communication of executive and employee compensation
- Oversees the organization, maintenance and update of employee HRIS information as needed.
- Oversees learning and development programs and processes that motivate, effectively educate, and connect managers and employees with career development and organizational development
- Manages, supervises, and develops other HR staff, ensuring they are assigned and carry out proper tasks.

- Oversees the Corporate Performance Management process; helps establish measurable corporate and department goals and objectives, establishes appropriate HR/Corporate metrics.

REQUIREMENTS:

- Bachelor's Degree in Human Resources, Business Administration, or Organizational Development
- Master's Degree preferred
- 7+ years management experience in HR
- SPHR designation preferred

PREFERRED SKILLS:

- Comfortable working in a highly visible role
- Highly organized and detail oriented
- Efficient time- management, direction; skilled in multitasking
- Ability to work both independently and collaboratively
- Exceptional analytical and problem solving skills
- Effective communicator; both verbal and written
- Attentive listener

BENEFITS:

In exchange for your unique abilities, perspectives & teamwork, ASURINT offers an excellent benefit package which includes:

- Competitive salary
- 401K
- Medical/Dental & Vision effective first day of employment
- Short & Long Term Disability
- Flexible Spending Accounts
- Open Time Off & eight company paid holidays
- Business Casual Attire
- Employee Referral Bonus

An Equal Opportunity Employer