



UNCOMMON RELATIONSHIPS. UNCOMMON RESULTS.  
Position Description

Title: **HR Generalist / Recruiter**  
Reports to: HR Director  
Benefits: Yes  
Status: Exempt

## The Company

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Since 1968, SYM Financial Advisors, a private, employee-owned, independent financial advisory firm, has remained dedicated to a client-centric philosophy of devoting the extra time, resources and energy to uniquely know each client and their goals. SYM serves as a trusted expert to our clients, using our team's deep knowledge and vast experiences to be an advocate and help them achieve their vision of financial success.

At SYM, we work hard on building teams that work well together. It is important to us that each team member thrives individually and collectively. To help with that endeavor, SYM is expanding the team by creating a new role of an HR Generalist/Recruiter.

## Job Summary

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In this role, the HR Generalist/Recruiter will be involved in a broad spectrum of HR functions including Culture Development, Talent Acquisition, Performance Management, Employee Relations, and Total Rewards. The individual will play a vital role in shaping the future of SYM by attracting and engaging top talent as well as maintaining and fostering a culture centered on SYM's values of integrity, service, teamwork, and results. The HR Generalist/Recruiter will create and modify internal company communications regarding compensation, benefits, culture initiatives, and company policies.

## Duties and Responsibilities

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- Administers site recruitment strategies to support company initiatives to acquire and retain a top-talent workforce.
- Collaborates with hiring managers using a variety of assessment methods and tools as part of the recruiting process. Creates job offers and presents to internal and external candidates.
- Participates in internal and external recruitment activities including pipeline building, establishing relationships with local community contacts/colleges/partners, etc.
- Partners with marketing for recruiting, promotional media, and materials.
- Develops and modifies current job descriptions for all SYM positions in collaboration with leaders.
- Manages new hire onboarding process and coordinates training and licensing requirements.
- Remains knowledgeable in the policies and regulations to remain in compliance with all regulatory requirements.
- Processes payroll through an outsourced provider.
- Coordinates and administers SYM's tuition assistance program.
- Administers benefit programs, advising team members regarding their benefit coverage.

- Implements and updates annual compensation program, participates in annual salary surveys, monitors performance evaluation program, and revises as necessary.
- Participates in company committees focused on team member wellness and community support.
- Coordinates timely and informative associate communications – email and intranet.
- Continuously looks for best practices and process improvements.
- Establishes and maintains department records and reports.
- Ensures compliance with all federal, state, and local employment laws.
- Assists with other projects as assigned.

## Qualifications

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- Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or relevant field, SHRM-CP preferred
- Minimum of two years of HR/talent acquisition experience
- Strong organizational, analytical, interpersonal, and oral/writing communication skills required
- Ability to think outside of the box, exercise sound judgement, take responsibility for deadlines, and be a skilled problem solver
- Demonstrate responsiveness, tact, diplomacy, good decision-making and confidentiality in communications with all levels of staff, customers and vendors
- Functional knowledge of payroll
- Proficiency in Microsoft Suite
- Teamwork – ability to collaborate in a professional and constructive manner
- Desire and ability to work successfully in a small company environment with multiple office
- Ability to travel to other SYM office locations periodically

## Salary and Benefits

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Pay / benefits are competitive based on industry standards.

- Pay will be based on experience. Performance is reviewed 90 days from the date of hire. Thereafter, performance is informally reviewed each calendar quarter and formally reviewed at year's end
- Incentive compensation
- Benefits include paid time off, maternity leave, paternity leave, health care, 401(k), life, and long-term disability insurance
- Partial and/or full financial support for professional accreditation/continuing education requirements and other education/training opportunities

## Working Environment

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This position requires an average of 40+ hours per week to perform the functions of the role. Consistent attendance is required. Because of frequent contact with clients, appropriate manner, conduct, and grooming are needed. The working environment is smoke-free.