



## Partners Enterprise Capital

### Job Description: Human Resources Manager

Partners Enterprise Capital LLC (PEC) is seeking a Human Resources Manager with a minimum of 3 – 5 years of experience to join its Enterprise Management team in Chicago.

This position provides an exceptional opportunity to be part of a dynamic and growing business. PEC is an independent investment management firm with over \$16 billion of assets under management, focusing on long-term private equity investments in real estate operating companies (REOCs) throughout the United States and primarily in the industrial, residential and retail sectors. The Human Resources Manager will play a vital role as part of the Enterprise Management team, managing and supporting team engagement, recruitment, risk management and compliance efforts.

PEC seeks candidates with solid human resource generalist experience, a strong work ethic and excellent communication skills along with a demonstrated ability to execute human resource initiatives, onboard new talent, and work as a team player. The successful candidate will be a continuous learner, with the desire to stay well-informed of best practices in human resources and employment matters and support and enhance PEC's strong culture. The individual will serve as PEC's primary resource focused on human resources and support other Enterprise Management efforts. This role is critical to PEC's continued growth and success.

#### The Role

***The Human Resources Manager will be responsible for the following primary areas within the Enterprise Management team at PEC:***

- Manage PEC human resources matters
  - Recruitment
    - Hiring efforts and initiatives, including employee retention and development projects
    - Develop strategies to attract and engage with bright and diverse talent
    - Onboarding and internship programs
  - Employee Relations
    - Human resources consulting; guidance to all levels of management and employees
    - Develop and partner with management on internal communications, employee engagement, training and motivation programs
    - Partner with Enterprise Management team to implement high quality human resource policies and engagement strategies
    - Special events and meetings
  - Oversight of employment matters and administration of benefits programs
  - Support Financial Management with payroll and 401(k) matters as needed

- Staying up-to-date on human resources best practices
- Maintain Roles & Accountabilities for all team members
- Support of other Enterprise Management efforts

***Required skills, capabilities and experience:***

- Bachelor's degree required, preferably with a concentration in human resources or a related discipline
- Relevant master's degree in HR, Business Administration, or related field a plus but not required
- Strong interest in human resources and talent acquisition efforts; intellectual curiosity to build knowledge of PEC business and investment strategy
- Cross functional human resources knowledge, business acumen and understanding of employment laws and associated employee benefits
- Well-developed organizational skills to facilitate implementation of enterprise-wide initiatives
- Irreproachable character and integrity
- Strategic mindset and ability to drive human resources agenda
- Proficient with payroll and 401(k) administration
- Desire to make an impact and willingness to coach team members and leadership
- Ability to collaborate and form great relationships based on trust and goodwill
- Engaged with latest HR technologies and trends
- Ability to manage sensitive information with discretion and strict confidentiality
- Ability to multitask and prioritize workload to meet established deadlines and performance standards

PEC is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits unlawful discrimination based on genetic characteristics or information, race, color, creed, sex, gender, gender identity, religion, marital status, partnership status, age, national origin or ancestry, alienage, physical or mental disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws.

LinkedIn: <https://www.linkedin.com/company/partners-enterprise-capital/about>

***To express interest, please email a resume and personal statement to [careers@pec1999.com](mailto:careers@pec1999.com)***