

Sr. HR Analyst - Absence/Leaves Management

The Health Care Partnership (THCP) operates a fully outsourced health and welfare benefits program at several client locations in Texas. Our successful program includes a number of administrative features designed to improve overall financial performance of a comprehensive health and wellness program while improving efficiency and service delivery. THCP utilizes best in class vendors to provide a fully automated web-based enrollment, a centralized call center and comprehensive employee communications designed to improve employee knowledge and decision making. Our program also features the tracking and recording of employee absences to manage the overall leaves administration activities.

THCP is seeking a Sr. HR Analyst with an emphasis on Absence/Leaves Management for our Dallas based client that will:

- Manage overall delivery of an outsourced Leaves /Absence Management program
- Day to day operation of Absence Management processes – both at the client and outsourced vendor
- Develop leave related communications that include standard letters, emails and internal publications
- Work with outsourced administrator and internal departments on delivery of benefits from internal sick leave bank program
- Participate in internal training and communication on program with all levels of employees and management
- Strong emphasis on process improvement
- Review and distribution of absence and leave reporting

The ideal candidate will have

- Bachelor's degree in an appropriate field
- At least 6 years of related human resources experience
- Familiarity with leaves and absence management processes and programs
- Experience in self service and web service offerings is desirable
- Hands-on, customer service oriented individual with exceptional analytical problem solving skills
- Bi-lingual (Spanish and English) language skills are desirable

For consideration, please provide your resume and contact information to Felecia.May@infinetgroup.net or 713-964-2715. Thanks in advance for your interest.