



## SWIFT REAL ESTATE PARTNERS IS SEEKING A SR. HR OPERATIONS MANAGER IN SAN FRANCISCO, CA

---

**Swift Real Estate Partners**, a leading commercial office real estate investment company, is seeking a Sr. HR Operations Manager to support the Human Resources team from our San Francisco office.

**About Swift:** Founded in 2010 by Christopher Peatross, Swift Real Estate Partners is a real estate private equity firm focused on West Coast, value-add, office & industrial properties. Swift has a proven track record of providing superior risk-adjusted returns to its partners and recently successfully completed the fundraise of its 3<sup>rd</sup> fund.

**Purpose/Summary:** The Senior HR Operations Manager will provide strategic and operational expertise in all aspects of human resources operations including Onboarding/Offboarding, Compliance and Vendor Management, HRIS, in addition to Benefits and Leave of Absence administration. This role is responsible for ensuring the “back office” elements of HR processes are accurate and in compliance with internal policy and external regulatory requirements. This role defines and implements opportunities to improve effectiveness and efficiencies and customer service through process redesign, leveraging technology, and external vendors and other resources. The Senior HR Operations Manager will partner with the Managing Director of Human Resources to manage, integrate, and execute all HR projects, programs, and initiatives to ensure coherence and application of best practices.

### **Duties and Responsibilities:**

- Partner with the Managing Director of HR to develop and execute appropriate HR policies, programs, processes and systems to support Swift’s entrepreneurial, flexible and fast-paced environment
- Provide hands-on management and execution of the HR Operations function (Benefits Administration, Payroll, Leave of Absence, Compliance and Vendor Management)
  - Support the annual review and renewal of benefit programs
  - Manage the Open Enrollment Process, contribute to the development of benefits related employee communications, and establish sound relationships with benefit broker and service providers to enable rapid response to issues and questions as needed
  - Administer Swift’s Leaves of Absence program to ensure FMLA/CFRA/PFL/SDI/PDL compliance
  - Coordinate with Payroll and Accounting as needed to ensure pay and other, cross functional related processes are well in place, ensure proper checks and balances, differentiation of duties and meet standard audit and security protocols
  - Oversight of compliance testing for 401K safe harbor, FSA discrimination testing and Workers Comp audit and annual true-up
  - Ensure workplace health and safety compliance, including workers compensation
  - Manage the development and submission of timely and accurate compliance reporting, actions and/or record administration to include, but not limited to I-9 records, Sexual Harassment Prevention Training etc.
- Ensure the day-to-day HR transactions are done timely, efficiently, and accurately leveraging technology while ensuring a “customer” experience consistent with the HR strategy and Swift culture
- Ensure the annual HR processes (such as Talent Review, Performance Management, Engagement surveys, Open Enrollment, etc.) are enabled accurately and efficiently through improved use of technology & HR data
- Support the Managing Director of HR in the execution of Swift’s training and development program to ensure compliance with federal and state required training



- Provide amazing customer service to employees, supervisors, and applicants when resolving/assisting with issues and inquiries
- Supervise the HR Administrator to ensure the timely, accurate and efficient execution of the HR Operations & Administration activities.
- Supervise receptionist and front office related activities and tasks
- Oversee and manage the planning and execution of Swift employee events
- Additional duties as assigned

**Minimum Qualifications:**

- A minimum of 7-years of HR experience with at least 3-5 years of experience leading the direction of the HR Operations function for a growing company with multiple worksites. Prior experience in the commercial real estate industry a BIG plus
- A minimum of 2-years in a supervisory role
- Bachelor's degree in Human Resources or related field
- Working knowledge of California and Federal Employment laws including FMLA, CFRA, PDL, SDI, PFL, ADA, ADEA and local ordinances
- Keen understanding of At-will employment, California's Sexual Harassment & Violence in the Workplace (SB1343) requirements; benefits administration; ACA; Workers' Comp; FLSA; COBRA; Drug-Free Workplace Act and other common employment regulations
- Experience with employee relations, training and development, and talent acquisition a plus
- Strong knowledge of federal, state, and local employment laws and best HR operations practices
- Familiarity with various types of benefit plans and experience in administering enrollment, plan activations etc.
- Experience in compensation is desired
- Working knowledge of HRIS programs (BambooHR experience a plus)
- Strong working ability in the Microsoft Office suite applications to include strong level of excel skills
- Occasional travel (5-10% estimate)

**Required Skills and Abilities:**

- Ability to gain the trust and confidence of leadership, management, and employee base through tactful collaboration and relationship building
- Handle all confidential matters with the utmost discretion and professionalism in order to protect the company from potential legal situations and to accomplish positive conflict resolution
- Exceptional organizational, communication and leadership skills
- Proven ability to multitask, follow through, and reprioritize efficiently
- Exceptional listening skills; ability to be compassionate
- Demonstrated ability to think strategically and successfully execute tactics
- Ability to lead, influence, and motivate individuals and teams
- Strong presentation/facilitation skills with experience in presenting ideas and influencing at a senior level in the organization a plus.
- Strong analytics, attention to detail and financial acumen
- Strong project management skills with ability to manage multiple projects/initiatives.
- Takes initiative and action to respond, resolve and follow up regarding issues with all employees in a timely manner, possessing excellent problem-solving skills.