**About the job**

**ABOUT US**

Inside Edge Commercial Interior Services is 100% employee owned, and the premier name in nationwide commercial interior construction projects, specializing in seamless remodels and refreshes, as well as new construction. For 20 years, we've been the leader in nationwide flooring installation for the Retail and Senior Living markets. Our execution has been conducted at a centralized location utilizing proprietary project management software and third-party sub-contractors called service providers (SP’s).

In 2020, we reimagined our growth strategy, engaging all employees in brainstorming to elevate our services. This resulted in a two-fold approach: building out local market support through flooring dealer acquisitions in the top 35 US markets and expanding our services beyond flooring to offer comprehensive commercial interior solutions.

In 2021, we began executing this strategy by acquiring an innovative prefabricated wall company (Revolv+) in Minneapolis. Over the next three years, through a mix of acquisitions and startups, we added five more local market dealers, a ceiling restoration manufacturer and a fixture, storefront, and casework manufacturer. We are committed to industry transformation through passion, service, and technology, aiming to maximize value for both our customers and employee-owners. Exciting times lie ahead as we prepare for our next growth phase!

**ABOUT THE ROLE**

The People & Culture Business Partner (PCBP) is a critical role that aligns people capabilities with business goals. Unlike traditional HR roles focused primarily on administrative tasks, the PCBP works closely with leadership and managers to provide critical employee support and build people and culture best practices. Additionally, this role will be responsible for weekly payroll processing and auditing; which will provide them opportunities to influence and improve the employee experience from end to end. We are looking for a candidate who is passionate about people, has experience prioritizing multiple-high profile tasks, and who enjoy diversity of work and experiences. You will collaborate with a vibrant and supportive team, while enjoying the autonomy needed to excel in your work. The People & Culture Business Partner is considered a leader in our organization, and is often looked to for the education and development of our employees on matters related to career, pay and benefits.

**KEY RESPONSIBLITIES**

As the right hand to the SVP People & Culture at Inside Edge, you will be responsible to provide direction and support for an organization of aprox. 190 employees, located across six of the United States. Our employee population is a diverse blend of exempt/hourly, contract, commission and revenue producing. You will be relied upon to consult on all people and pay scenarios, and participate in special projects as needed. Daily responsibilities will include: responding to employee pay/benefits questions, interacting with HR vendors, processing unique pay or employment requests, keying new hires, and other tasks as assigned.

**EXPERIENCE**

Required:

•Minimum 3-5 years experience working in HR

•Minimum 3-5 years payroll experience and proficiency with payroll systems

•Meticulous attention to detail

•Comprehensive understanding of federal, state and local labor pay and compliance standards

•Strong communicator

•Problem solver

•Acts with urgency

•Ability to handle sensitive information with confidentiality and discretion

•Able to work with limited direction

Desired:

•Experience working with ADP Payroll Systems

•Previous experience working in an HR BP role

•Proficiency with multi-State tax calculations and compliance standards

•Experience with workflow creation and optimization within an HRIS or Payroll system

•Payroll certifications

•Financial audit experience

•Experience working in Construction; or related industry

**BENEFITS**

Vacation and Sick Time, Paid Volunteer Time, Mental Health Days, (7) Paid Holidays and (2) Floating Holidays, Medical, Dental, Supplemental/Life Insurance, 401k Options, ESOP Share Options, Extremely Flexible Work Arrangements