Position: HR Business Partner  
Legal Entity: Van Eck Associates Corporation  
Location: New York, NY or Tampa, FL  
Department: Human Resources  
Reporting to: Global Head of Human Resources  
FLSA Status (US Staff only): Exempt Full Time Regular

Summary: The HR Business Partner will play a critical role in providing HR guidance and support to the organization, acting as a key partner to management across the organization. The ideal candidate thrives in a fast-paced environment, evolving people, culture, and HR programs and processes. In this role, you will roll up your sleeves with a “no task too small” mentality while also thinking strategically about the broader HR needs of the organization.

Essential Duties and Responsibilities:

- Engage and manage relationships with a geographically diverse client group – including senior management and employees to understand department goals.  
- Partner with department/team managers globally on talent acquisition strategy; manage and execute full life cycle recruiting efforts.  
- Own reporting and data requests. Use data, metrics, and internal/external trends to provide the HR team and senior management with insights to enhance business engagement and make informed business decisions.  
- Provide HR leadership and guidance to managers and employees in the areas of department reorganizations, leadership changes, performance management, employee relations, compensation, and organizational development.  
- Manage the implementation of Human Resources policies, programs, practices, and processes and communicating so employees and managers clearly understand purpose and expectations.  
- Monitor and ensure the organization’s compliance with federal, state, and local employment laws and regulations.  
- Stay up on HR trends, best practices, and regulatory changes and apply this knowledge to update HR policies and processes.  
- Work with team members to identify continuous improvement opportunities, drive process change and create efficiencies across the HR team.  
- Participate in and manage HR projects as needed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Supervisory Responsibilities  
This job has no direct supervisory responsibilities but may serve in a team lead capacity.

Qualifications:  
- BA/BS degree in Human Resources, Finance or related field preferred  
- Minimum of 7 years of related HR experience, preferably within financial services.  
- Working knowledge of all Human Resources disciplines preferred.  
- Full life cycle recruitment experience.  
- Knowledge and understanding of HR law and practices globally.  
- Ability to problem-solve and apply analytical skills to a range of HR issues.
• Experience handling ER issues and investigations.
• Ability to objectively coach employees and management through complex issues.
• Experience with HRIS (i.e. UKG, Workday, ADP, etc.). Implementation experience a plus.
• Ability to manage multiple tasks, prioritize deliverables, maintain time management skills, and pay key attention to detail, while remaining proactive and flexible in style.
• Outstanding verbal and communication skills, with poise and confidence to interact with and influence clients at all levels.
• Creative, proactive thinker who loves to learn, actively seeks solutions, identifies process improvements, and has a passion for enhancing and impacting the overall people experience.
• Proactive team player who enjoys a high volume, fast paced, dynamic environment.
• Highly proficient in Microsoft office applications –Excel, PowerPoint, Outlook, Word.
• Ability to work in office 3-4 days a week.

Compensation:

• If this position will be performed in whole or in part in New York City, the base salary range is $125,000 to $150,000. Individual salaries may vary based on different factors including but not limited to, skills, experience, job-related knowledge, and location. Base salary does not include other forms of compensation or benefits offered in connection with this position.

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