



Cornell University
ILR School

ILR Alumni Bulletin
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CORPORATE

011984 (First Posted: 02/10/2017)

POSITION: U.S. Benefits Manager

EMPLOYER: Institutional Shareholder Services

LOCATION: New York, NY

DUTIES: Handle the day-to-day administration of benefit plans, serving as primary liaison and subject matter expert for benefits information and assist employees in resolving benefits issues. Manage all benefits vendor relationships and partner with them to ensure smooth benefits administration. Responsible for vendor negotiation/ renewal in collaboration with broker. Manage the complete administration of the 401(k) plan annual open enrollment planning and execution including communication and processing activities. Fulfill all regulatory compliance activities and required legal filings pertaining to all benefits programs. Prepare and process monthly insurance invoices.

QUALIFICATIONS: Bachelors degree required. Five to seven years of health and welfare and retirement benefits.

Demonstrated knowledge of federal and state regulations and ability to apply regulations to administration/compliance of plans, including: FMLA, ACA, ERISA, COBRA, Medicare, Social Security and DOL requirements. Ability to read and interpret benefit plan documents.

SALARY: Commensurate with experience.

CONTACT: Please submit resume to: alexis.daur@issgovernance.com.

011985 (First Posted: 02/10/2017)

POSITION: Human Resources Generalist

EMPLOYER: Institutional Shareholder Services

LOCATION: New York, NY

DUTIES: Act as a trusted advisor to managers and employees on any issues. Update and manage HR policies and procedures. Handle all on-boarding activities for U.S. employees. Create and maintain employee electronic personnel files. Partner with HR and EEO vendor for completion of Affirmative Action program. Follow up and maintain accurate employee data (hires, terms, transfers, new positions) in the HRIS, conduct background checks. Assist with Benefits administration, including monthly billing, benefits change events, document updates, and other ad hoc processing. Partner with HR and immigration law firm on visa and other immigration matters to include monitoring and reviewing work authorization.

QUALIFICATIONS: Bachelors degree. Excellent interpersonal, communication skills and a flexible approach. Well-organized, thorough and detailed. Proficiency in Microsoft office and advanced excel skills, knowledge of workday HRIS a plus. Discretion and ability to deal with sensitive issues. Ability to follow through on issues and prioritize effectively. Highly motivated, team work oriented, highly proactive and takes initiative. A minimum of five to seven years of working experience in HR.

SALARY: Commensurate with experience.

CONTACT: Please e-mail resume to: alexis.daur@issgovernance.com.

011986 (First Posted: 02/17/2017)

POSITION: Human Resources Manager

EMPLOYER: BioMarin Pharmaceutical Inc.

LOCATION: San Rafael, CA

DUTIES: BioMarin is in an exciting time in its evolution and we are looking for a dynamic HR professional who shares our passion for making a difference at work and in our patient's lives. You will work directly with leaders and managers while collaborating with HR partners to develop and implement high-impact HR solutions. This position will play an active role in supporting key businesses with a focus on: coaching employees and managers regarding career development, performance, team dynamics and communication; partnering with business leaders on organizational development and talent management efforts; identifying and addressing people needs in the organization; and developing effective relationships that promote trust and value.

QUALIFICATIONS: Bachelors degree in relevant field. Minimum of five to seven years of HR Manager/Generalist or Business Partner experience. Demonstrated experience in disciplines including: employee relations, performance management, compensation practices, talent management, organizational diagnosis and development, and career development. Possess a working knowledge of HR laws and policies. Skilled with Microsoft Office tools, HRIS, or other HR related software tools is a plus. Relevant industry experience a plus.

SALARY: \$100K, commensurate with experience

CONTACT: Please apply online though: www.biomarin.com/careers.