

AEW Career Opportunity

Human Resources - Specialist

Location: Boston

AEW Capital Management has an exciting new opportunity for an HR Specialist. The Human Resources Specialist provides operational support to the department, with a focus on recruitment efforts. The person in this position will become an integral part of a small team, doing the following things:

Recruiting/Hiring/Onboarding

- Work with managers to develop compelling job postings and strategies for sourcing relevant candidates
- Identify job posting strategies to gain the most relevant reach
- Conduct phone screens and in person interviews for designated positions
- Complete offer process for designated positions (extending offers, being the point person for background checks, sending offer letters, determining appropriate start dates)
- Own the HR portion of the onboarding process using ADP Workforce Now and Zen Desk
- Shape and lead the annual internship process
- Build relationships with relevant universities, agencies and other organizations to develop candidate pipeline for frequently filled positions
- Support “first day” activities for new hires (relevant paperwork, participation in orientation program, etc.)
- Represent AEW at relevant recruiting events

HR Generalist

- Ensure smooth administration for employees switching departments, changing administrative support, joining or leaving the organization by collaborating with Office Management, IT and other relevant stakeholders
- Work closely with Payroll Manager to support monthly payroll and end-of year processes including open enrollment, reporting and annual bonus & salary process
- Ad hoc projects in the areas of performance reviews, training & development, compensation survey work, international HR work and other employee engagement initiatives

SKILLS/EXPERIENCE REQUIRED:

- 2+ year of experience in HR or recruiting, BA/BS in related field
- Technical proficiency (Excel, PowerPoint, ADP Workforce Now or equivalent HCM system)
- Excellent interpersonal skills with demonstrated ability to build internal and external relationships
- Strong communication skills (written, on the phone and via formal or information presentation)
- A passion and curiosity for the intersection of people and business
- Desire and ability to work on multiple projects at once
- Readiness to adapt to adjusted priorities as needed

AEW Capital Management is an equal opportunity employer.

