

# RecruitSavvy.com

CANDIDATE SOURCING SOLUTIONS

Hi <First Name>

You are receiving this email because I just finished reading your online resume and I believe that you would be an ideal candidate for an outstanding opportunity with one of our clients. The open position is that of Client Relationship Manager/Business Partner. For your convenience, a very high level snap-shot of the role is attached.

As an experienced HR professional yourself, you probably have some knowledge of my client, a Fortune 300 Company offering the widest range of HR, payroll, tax and benefits administration solutions to organizations of all types and sizes. They are also one of only five companies in the US that is still AAA rated, indicating the highest level of financial stability, which I know is very important to everyone at this time.

While I'm confident that you meet the position's requirements, I have not yet passed your resume to my client's Hiring Manager because I first wanted to verify your interest in the opportunity. If you are indeed interested, please let me know and I will fast-track your resume over there. I would appreciate your attaching a clean copy of your resume in Word format.

I did want to mention that I am not a contingency recruiter nor do I have any monetary stake in your joining my client. My only role is to source talent, and I am confident that your skills align very closely with what they are looking for. So again, let me know if you'd like to 'toss your hat into the ring'.

Thanks in advance,

Laura Curtis  
RecruitSavvy

## **HR BUSINESS PARTNER**

We are one of the nation's largest and most innovative HR outsourcing firms providing both a Professional Employer Organization (PEO) and Administrative Services Organization (ASO) model. We provide small and mid-sized businesses with an integrated suite of services including HR administration, compliance management, safety and risk management, payroll and tax administration and employee benefits.

Position functions include:

- Provides Human Resources services for designated clients ranging from 10 to 200+ worksite employees.
- Effectively establish, maintain, build and manage client relationships at all levels to ensure we are successfully helping clients achieve their business strategies.
- Coordinates activities and facilitates timely delivery of services and projects to each client in all functional areas to include: payroll, 401k, benefits, employee relations, training and development, legal compliance, etc.
- Responsible for driving results with clients, with the goal of increasing their satisfaction and retention.
- Must be client-focused and have excellent account management skills.
- Strong teamwork orientation, understanding that the client's best interests are served through smooth, seamless service delivery.

Required Skills & Experience

- Minimum of 3 to 5 years HR experience either in consulting or corporate environment and/or in an Account Management role. Prefer experience with multiple clients, dealing with a broad range of HR-related areas at senior levels of organizations.
- Working knowledge of HR laws and policies.
- Ability to partner with all levels of worksite employees, including managers and executives, both internal and external while exhibiting strong client service behaviors.
- Ability to think strategically and to understand a client's underlying business and organizational issues.
- Ability to run and analyze HR reports.

Additional Desired Attributes

- Experience in a client service environment, handling multiple external clients and ability to present ideas and programs to executives.
- BA or BS in related field
- PHR/SPHR certification
- Bilingual skills