



**Cornerstone Companies, Inc.**  
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Indianapolis, IN 46260

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## **Open Position: Human Resources Manager**

**About Cornerstone:** Cornerstone Companies, Inc. (Cornerstone) is a leading healthcare real estate firm, drawing on more than 40 years of experience. With an exclusive focus on the healthcare real estate industry, Cornerstone helps physicians, hospitals, and third-party owners across the nation *develop, build, lease, manage* and maximize their *investments* in healthcare real estate while providing a best-in-class patient and provider experience. To date, Cornerstone has successfully completed more than \$1.5B of medical office developments and currently manages more than 225 medical facilities, across 25 states, encompassing 11M+ SF.

We hold our fundamental beliefs and principles as core values that guide us and shape our culture. These are the three core values that we live by as we grow as a company:

**Caring:** Build personal relationships with our team and clients.

**Creative:** Develop solutions with lasting value.

**Character:** Manage our partnerships with the highest level of integrity.

**Job Summary:** Cornerstone Companies is searching for a candidate that can lead our human resource initiatives. This role will need to learn current processes in place and be able to streamline if necessary. This role will collaborate with all divisions to deliver HR strategies aligned with business goals around recruitment and employee relations, compliance, and employee benefits.

### **Skills Needed:**

- Able to align HR initiatives with organizational goals
- Capable of leading and developing a high-performing HR team
- Excellent verbal and written communication skills
- Maintain confidentiality and acts ethically in all HR matters
- Strong knowledge of HR best practices, employment laws, and regulations
- Excellent leadership and interpersonal skills, with the ability to influence and build relationships at all levels of the organization
- Strategic thinker with the ability to translate business objectives into HR initiatives

**Job Duties:**

- Collaborate with all divisions to deliver HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances, or other issues
- Support the recruitment and selection process as needed by each division
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Report to management legal compliance areas throughout human resources management

**Education and Experience:**

- BS/MS degree in a Human Resources related field
- SHRM-CP/SCP or SPHR/PHR Certification (preferable but not required)
- Proven experience as an HR leader, preferably in a manager-level role
- Experience with ADP Workforce Now (strongly preferred)

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