



JOB DESCRIPTION

OFFICE: Houston (on-site)

DEPARTMENT: Human Resources

JOB TITLE: Human Resources Generalist/HR Business Partner

JOB SUMMARY:

The strategic HR Business Partner (HRBP) serves as a trusted advisor to the business, enabling organizational effectiveness through people strategies grounded in building strong relationships, insight, and integrity. This role requires a high level of business acumen, agility, and collaboration. As a champion of Sabine Energy's values, you will play a pivotal role in empowering our workforce, strengthening culture, and delivering innovative, people-centered solutions that drive business outcomes. This role will report directly to Sabine's Vice President of Human Resources and Administration and will collaborate closely with talent across the Company.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Act as a trusted advisor to leaders by providing reliable, unbiased HR expertise that enables workforce and business success
- Serve as an internal consultant to leaders to provide coaching, thought partnership and guidance on leadership effectiveness, team dynamics and organizational challenges
- Develop a strong working knowledge of business clients in order to provide effective HR support and solutions
- Lead with agility in navigating organizational changes and transformations while maintaining focus on both business priorities and people impacts
- Promote cultural integration by embedding Sabine Energy's core values across all aspects of HR strategy
- Assist in facilitation of workforce planning, performance management, compensation planning and talent acquisition
- Use data-driven insights and market trends to design innovative, people-centric strategies that enhance business performance and employee experience
- Champion learning and growth by supporting leadership development, team effectiveness, and ongoing capability-building efforts
- Advise leaders on compliance matters to ensure adherence to labor laws, regulatory requirements, and company policies
- Share knowledge and experience across HR teams to enhance department knowledge, skills, and abilities
- Assist with special projects or assignments as needed

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Minimum: 6 years related work experience
- Experience using an HRIS; ADP preferred
- Previous experience in oil and gas industry preferred
- Advanced data management skills
- Strong Microsoft Office skills (Excel, Outlook, Word, PowerPoint)
- Strong attention to detail with the ability to manage multiple priorities
- Excellent interpersonal, verbal, and written communication skills
- Ability to use good judgment and handle sensitive and confidential information
- Strong organizational skills with the ability to meet deadlines and follow through on tasks
- Ability to raise issues proactively in a timely manner
- Advanced customer service skills
- Advanced knowledge of principles, procedures, and laws related to Human Resources
- Ability to recommend solutions to effectively resolve problems or issues, by using judgment that is consistent with Human Resources standards, practices, policies, procedures, regulation or government law
- Advanced analytical, problem-solving, and conceptual skills
- Ability to research and analyze various types of data and information
- Advanced project management skills
- Effective communication and presentation skills
- Ability to manage multiple, sometimes conflicting priorities
- Ability to identify and anticipate client needs and make recommendations

EDUCATION:

- Bachelor's degree - from accredited university - Human Resources, Business Administration or related field
- Preferred: Other - PHR/SPHR; CCP/CBP