

Human Resources | Generalist

Location: Westlake Village, CA (Los Angeles)

Job Type: Permanent Full Time

Area of Interest: Human Resources

Company Description

One Capital Management, LLC (“OCM”) is a leading global investment wealth management firm that offers diversified wealth management services to individuals and private clients in major markets around the world. Through its integrated wealth management platform, OCM is well-positioned to tailor wealth management solutions for its clients. OCM also offers a platform investment and wealth management services for intermediary and firms catering to private clients.

Position Description

We are looking for an experienced HR Generalist to join our team. This is a hands-on, people-first role that supports the full employee lifecycle across a mid-size, fast-paced financial services environment. You will work closely with the Head of HR and firm leadership to deliver best-in-class employee experience while ensuring compliance with industry and employment regulations.

Responsibilities:

- Manage end-to-end recruiting for advisor, operations, and support roles, including job postings, candidate screening, interview coordination, and offer letters
- Lead new hire onboarding and orientation, ensuring a smooth transition into the firm
- Serve as the first point of contact for employee relations matters, escalating complex issues to the Head of HR as needed
- Administer employee benefits programs including health, dental, vision, 401(k), and other firm-sponsored plans
- Ensure compliance with federal, state, and local employment laws, as well as FINRA and SEC regulatory requirements as they relate to HR practices
- Maintain accurate employee records and data in the HRIS, and generate workforce reports for leadership
- Support the annual performance review cycle, including coordination, manager coaching, and documentation
- Assist in developing, updating, and communicating HR policies and the employee handbook
- Coordinate training and professional development programs, including required compliance and licensing training
- Support offboarding processes including exit interviews, final pay, and benefits continuation

Job Requirements

- 3–5 years of HR Generalist experience, preferably within financial services or wealth management
- Bachelor's degree in Human Resources, Business Administration, or a related field
- Working knowledge of employment law and HR best practices
- Familiarity with FINRA, SEC, or RIA regulatory environments is a strong plus
- Experience with HRIS platforms (e.g., ADP, Paylocity, Rippling, or similar)
- PHR or SHRM-CP certification preferred
- Strong interpersonal and communication skills with a high degree of discretion and confidentiality
- Ability to manage multiple priorities in a dynamic, client-focused environment

Compensation & Benefits

- Salary - Competitive base salary (\$75,000 – \$85,000)
- Bonus eligibility for annual discretionary incentive compensation
- 401(k)
- Healthcare Benefits: Medical, Dental, Vision, Life
- Continuing Education: Firm will sponsor employee's education.
- Wellness program

Interested applicants should submit their resume to aphillips@onecapital.com