



**Three Crowns LLP**

**Role vacancy: Human Resources Manager**

**Location: Washington, D.C. or Paris**

Three Crowns is seeking a Human Resources Manager in either Washington, D.C. or Paris. This position will provide human resources support for lawyers and business services employees. In addition, the manager will provide support on a variety of people and development projects that are firm-wide in scope. The position will report to the firm's Director of Human Resources, based in London.

Responsibilities include but are not limited to:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy, with a focus on people and development.
- Advise and assist with firm compensation and benefit programs.
- Provide performance management guidance to lawyers and managers.
- Manage complex employee relation issues; conduct thorough and objective investigations and offer recommendations for disciplinary action, performance improvement plans, and terminations.
- Work collaboratively with the firm's other business services teams and office managers.
- Assist in firm-related diversity initiatives.
- Remain current on HR-related and legal industry subject matter and advocate for appropriate changes to policies and procedures.

Competitive candidates will possess:

- A bachelor's degree or equivalent is required.
- A minimum of seven years of human resources experience in law firms, with at least two years of management experience.
- A strong background in employment law, employee relations, performance management, compensation and benefits, and attorney development.
- Excellent interpersonal skills.
- Experience with Human Resources Information Systems (HRIS).

Three Crowns offers a competitive salary and benefits package.

For more information, please contact [careers@threecrownsllp.com](mailto:careers@threecrownsllp.com).

**About Three Crowns LLP:**

Three Crowns was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign states.

The firm is now widely recognized as an industry leader in international dispute resolution. With offices in London, Paris, Washington, D.C., and Bahrain and over 100 total employees, the firm continues to grow.