

Get to Know Your HRBP



I want to again welcome you to SitusAMC! My name is Melanie Garrett and I am a Human Resource Business Partner with SitusAMC.

At SitusAMC, employees are assigned an HRBP based on the business unit they are working for. HRBP's serve as the point of contact for Strategic Planning, Staffing Planning, Employee Relations matters and Performance Management. They also work with the Business on Staffing Changes, Employee Handbook and Policy Interpretation as well as Job Analysis and Job Description creation.

Any other questions such as PTO, Jury Duty, Scheduling & Timekeeping, Pay and Benefits would be sent to the HR Helpdesk at hrhelpdesk@situsamc.com.

We are here to help and make sure your career here at SitusAMC is a fantastic one!

Here some things I wanted to let you know about me so we can get to know each other better!

- I can be reached at T +1 615-538-4220 and melaniegarrett@situsamc.com
- I have been in HR for 20 years. I joined SitusAMC over a year ago via the CJC Technologies acquisition making my overall years at SitusAMC 6 years.
- The Business Unit I support is Technology.
- When I'm not working I love to:
 - Spend time with my family. I have been married for 18 years and have 2 great kids
 - Spend time outdoors. I love hiking and exploring in nature.

We can't wait to have you start with us! Please reach out if you have any additional questions!

Melanie Garrett