



HR Generalist

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The **HR Generalist** will report to the VP of HR and will be responsible for leading HR practices and objectives that will provide an employee-orientated, high-performance culture that emphasizes engagement, quality, productivity and standards, goal attainment and the recruitment and ongoing development of a superior workforce. This position will focus on process improvement with a main objective of reducing turnover and increasing engagement.

Job Requirements:

- Minimum 3 years of HR Generalist experience in functional areas. Areas of focus should include but are not limited to organizational development, policy development and facilitation, total rewards, career pathing development, retention, engagement and employee relations
- Assist with the development and administration of programs, procedures and guidelines to help align the workforce with the strategic goals of the company
- Develops HR solutions by conducting exit interviews; analyzes data and makes recommendations to the management team for corrective action and continuous improvement
- Responds to employee relations issues which could include involvement in investigations and retention initiatives
- Maintains and coordinates employee recognition programs and engagement initiatives
- Assist with special projects relating to compensation, succession planning and career pathing
- Requires a strong analytical background as well as the ability to interact with all levels within the organization
- Ability to travel up to 25%, periods of time could require more travel

Preferred Qualifications:

- Bachelor's Degree in HR related field preferred
- Excellent communication and presentation skills
- Prior experience developing and administering process improvement initiatives
- Advanced Excel and PowerPoint abilities
- Knowledge of employment laws and regulations
- Experience working for a federal contractor in an HR related position
- Previous experience with Workday is a plus
- Strong business acumen with ability to generate new ideas and solutions in areas of improvement

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