



**Human Resources Generalist
Corporate Office
Lexington Park, MD**

We are currently seeking a **Human Resources Generalist** to join our Corporate Team in Lexington Park, MD.

The primary responsibilities include assisting with the administration of the day-to-day operations of the Human Resources and Recruitment Department. The Human Resources Generalist will supplement our Human Resources and Recruitment practices and objectives. The ideal candidate will be well organized with a strong attention to detail. They should possess excellent communication skills and possess experience providing employee services support (which includes the proven ability to maintain confidential information.)

ADDITIONAL RESPONSIBILITIES INCLUDE:

- Developing and maintaining good relationship with employees, leadership and community partners.
- Writing ads and posting open positions, assisting with the coordination of interviews, drafting offer letters for new hires.
- Participating in interviews as required and assisting staff members in identifying and creating job related interview questions.
- Explaining benefits to employees.
- Recommending, developing, and scheduling development and training courses.
- Participating in orientation programs and procedures for new employees.

REQUIRED EDUCATION: Associates Degree in Business Management or related field, preferred. High School Diploma or equivalent required.

REQUIRED KNOWLEDGE: Proven understanding of human resource and benefits administration functions, human resource reporting and record keeping requirements. Proficiency in Microsoft Software (Word, Excel, PowerPoint) required. Knowledge of HR related computer applications preferred (i.e. Silk Road, ADP, etc.)

EXPERIENCE REQUIRED: At least two years of HR related experience within recruiting or employee benefits.

If you are interested in this opportunity, please submit an updated resume reflecting that you meet the minimum requirements of the position for further consideration to my attention at jlipoff@goprecise.com or 301-863-3655.