



AMEWAS, Inc., a growing Department of Defense (DoD)/ Federal Contractor, is seeking an entry-level HR & Recruiting Assistant. This position will create the opportunity for someone who is eager and willing to learn more about Human Resources (and Recruiting) in a fast-paced and high demand environment.

The HR & Recruiting Assistant reports to the HR Manager. The HR & Recruiting Assistant must be able to identify issues and resolve problems using independent judgment, must be able to prioritize and plan work activities for efficiency, creative writing and presentation skills desired!

Location: California, Maryland: [Best Places for Tech Jobs](#) (#4); to learn more about our surrounding location, please visit <http://www.visitstmarysmd.com>.

A typical day as a HR & Recruiting Assistant may include:

- Conducting phone screenings & reference checks
- Drafting offer letters
- Creating hot jobs announcements for social media platforms
- Creating and distributing quarterly AMEWAS newsletters
- Preparing new hire folders and AMEWAS swag bags
- Coordination of new employee orientations, luncheons and events
- Checking in on new employees
- Being a member of our Social Planning Committee; spearheading special projects in relation to health and wellness of our employees
- Assisting in the preparation of paperless employee records
- Other duties as assigned

Qualifications and Experience:

- 2 years' administrative work experience

Education and Certifications:

- High School Diploma

This position is classified as AMEWAS labor category Administrative Assistant.

AMEWAS participates with E-Verify to confirm eligibility to work in the United States.

AMEWAS Inc. is an Equal Opportunity Employer for all including individuals with disabilities and protected veterans. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Soft Skills & Competencies Required:

Customer-focused attitude with high level of professionalism and discretion. Ability to work effectively with management and part of a team to meet targets. Is reliable, possesses initiative, and works well as an individual or part of a team.

Physical Environment and Working Conditions:

The physical environment requires the employee to work in an office, sitting in a cubicle or at a desk, looking at a computer for most of the workday. Work is physically comfortable. The employee has discretion about walking, standing, etc.

The employee may be required to walk short distances to offices/conference rooms and buildings on site. In some occasions, the employee may be required to drive to offices or buildings near the work site. In rare occasions, travel may be required.

About the Organization

AMEWAS, Inc. is a small, Veteran owned company that has been providing excellent technical, engineering, administrative, and management services to the Department of Defense for more than 35 years. At AMEWAS we understand the need for a successful work/life balance and are focused not just on fulfilling customers' needs, but ensuring our employees are a top priority as well.

Staying connected to our core values sets us apart from our competition! AMEWAS easily recognizes and rewards performance, dedication, and longevity. We are committed to investing in our employees and their future by providing them with competitive compensation, career development, optimum working conditions, and unique benefits.

AMEWAS has 4.8/5 stars on Glassdoor! Check out our reviews [HERE](#) and see what other job seekers have to say!

Our excellent benefits and perks include:

- Generous tuition and training assistance program
- Relocation Assistance
- Employee longevity recognition
- Community involvement & outreach
- Team building events
- Wellness program
- Paid vacation and sick leave
- Employee Assistance Program (EAP)
- Mobile service discount
- Discounted gym membership
- Medical, dental, vision, 401(k), Life/AD&D/STD/LTD insurance

If interested, please submit your resume at <http://amewas.applicantstack.com/x/openings>

To learn more about our organization and our Equal Employment Opportunity policies, please visit <http://www.amewas.com>.

AMEWAS Inc. is an Equal Employment Opportunity Employer. We do not discriminate on the basis of any protected class. Additionally, AMEWAS, Inc. will make reasonable accommodations for qualified individuals with known or perceived disabilities unless doing so would result in an undue hardship. Individuals with disabilities who need assistance with the application process may call 301-863-7102. Finally, AMEWAS, Inc. strictly follows guidelines regarding the Pay Transparency Nondiscrimination Provision.

Please note: AMEWAS, Inc. does not accept unsolicited resumes. Unsolicited resume or applications submitted by a third party will not be reviewed. Job applicants only. No staffing agencies, recruiters or headhunters, please.