



## **HUMAN RESOURCES GENERALIST (PART-TIME) – 10 TO 15 HRS PER WEEK**

Seeking a seasoned Human Resources Generalist that has experience working with a small business or looking for an opportunity to work with a small business. The candidate will have a solid knowledge of various HR functions and capable of performing a variety of professional and administrative functions in human resources, such as employee relations, recruitment, and training & development, as well as compliance-oriented and strategic duties. Candidate must also have experience in performing administrative functions within the office supporting the leadership team as well.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### **RECRUITING/ONBOARDING/OFFBOARDING**

- Recruits, interviews, and selects employees to fill vacant positions.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

### **EMPLOYEE RELATIONS**

- Maintains knowledge base of legal requirements and government reporting regulations affecting human resources functions.
- Ability to manage and work-through employee related matters directly with employees.

### **BENEFITS**

- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance. Provides appropriate guidance regarding leaves and other benefit issues.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Advises management in appropriate resolution of employee relations issues.
- Ensures consistent application of disciplinary process, documentation, and participates in proceedings.
- Responds to inquiries regarding policies, procedures, and programs.
- Assists with payroll administrative functions.

Corporate Address:  
7051 Heathcote Village Way, Suite 265  
Gainesville, VA 20155  
Email: [info@hyquestconsulting.com](mailto:info@hyquestconsulting.com)  
Phone: (877) 8-HYQUEST or (877) 849-7837  
Website: [www.hyquestconsulting.com](http://www.hyquestconsulting.com)



## **TRAINING & DEVELOPMENT**

- Plans and conducts new employee orientation to foster positive attitude toward company goals. This includes preparation of offer letters and benefit summaries.
- Assists with training management in interviewing, hiring, terminations, promotions, performance review, safety, business ethics, and sexual harassment. Assists with coordination of outside training as applicable.
- Responds to inquiries regarding policies, procedures, and programs.

## **OFFICE ADMINISTRATION**

- Assisting leadership team in administering day to day office functions.
- May assist in providing business development support as needed.
- Responsible for overseeing internship program.

## **Knowledge, Skills and Abilities for Position**

- Must have 5 to 7 years of HR experience as a Specialist or Generalist.
- 2 to 4 years of experience in recruiting/sourcing candidates; using recruiting tools preferred.
- Extensive knowledge of computer software (Microsoft Office 365 applications), computer hardware, and computer servers.
- 2 to 4 years of office administration (preferred).
- Knowledge of working with benefits and insurance providers.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Must be responsible and reliable and team player.
- Ability to operate most standard office equipment.
- Attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting deadlines.
- Excellent spelling, grammar, and written communication skills.
- Excellent telephone and oral communication skills.
- Ability to maintain a high level of confidentiality.
- Bachelor's Degree required.

## **LOCATION**

Gainesville, Virginia (on-site at least one day per week); flexibility in working remotely

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## REPORTING

President/CEO

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## PHYSICAL REQUIREMENTS

The physical requirements are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Other instructions and related duties may be assigned by the employee's manager.**

If interested, please send resumes and a letter of interest to [HR@hyquestconsulting.com](mailto:HR@hyquestconsulting.com).

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