



By Light Professional IT Services, Inc
www.bylight.com
An ISO 9001:2008 Registered, Service Disabled Veteran Owned Small Business



HUMAN RESOURCES GENERALIST

Description/Job Summary:

By Light Professional IT Services, Inc. is seeking a Human Resources Generalist to support human resources policies, procedures and programs. Primary responsibilities include benefits administration, leave of absence, training and development, performance management, new hire and termination processing.

Requirements:

4-year undergraduate degree in Human Resource Management or equivalent experience. At least 5 years experience in a human resource department, preferably in a government contracting environment. Comprehensive understanding of human resources, management and business best practices. Experience with federal, local, and state laws and regulations concerning areas such as FLSA, AAP, FMLA, COBRA, and ADA.

SPR/SPHR preferred but not required

Job Duties & Responsibilities:

- Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures.
- Manages training program and employee training records. Develops compliance training programs. Assists in the maintenance of internal online ISO 9000 Continuous Improvement System.
- Monitors performance appraisal process and tracking of progress reports.
- Administers Leave of Absence program including monitoring leave requests, tracking time off, providing required notifications, and coordinating benefit payments/repayments,
- Performs benefits administration including data entry, claims resolution, payroll benefit adjustments, bill reconciliation, benefits communications, and Open Enrollment.
- Assists with the development and maintenance of compliance programs including affirmative action, EEO-1 reporting, OSHA, and maintains other records, reports, and logs.
- Assists with on-boarding of all new hires, including generating and tracking offer letters and new hire orientations.
- Manages all employee out-processing, including exit interviewing, COBRA administration, vendor notification.
- Assists the Director, Human Resources in the evaluation of reports, decisions, and results of department in relation to established goals; recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Performs other related duties as required and assigned by the Director, Human Resources



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Skills:

- Working knowledge of HR policies, regulations and legislation
- Working knowledge of federal and state requirements including EEOC compliance
- Ability to interact effectively and professionally with managers and employees
- Workday HRIS experience at the administrator level
- Ability to produce results in a rapidly-changing environment
- Experience in MS Office Suite (Excel, PowerPoint and Word)
- Experience with applicant tracking systems and Deltek a plus
- Experience developing online compliance training programs a plus

Competencies:

- Strong Verbal and Written Communication Skills
- Ability to maintain discretion and confidentiality
- Strong interpersonal skills

Qualified candidates should send resumes to By Light Human Resources at hr@bylight.com or Fax to 888-571-5118, Attn: HR.

EOE/M/F/D/V



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