**Title: HR Generalist & Recruiter**

**Location: Washington, DC**

We have a great opportunity for a **Human Resources Generalist with recruiting experience**. Reporting to the Global Talent Acquisition Manager, this position is responsible for several aspects of the growing human resources function throughout the global organization.

**Primary responsibilities include but are not limited to:**

Contributes to the Corporate HR departmental initiatives in a broad range of functional areas including staffing, compensation, employee communications, employee development, and employee engagement.

* + Full life-cycle recruiting support
  + Compensation
  + Employment compliance
  + On-boarding of new global employees
  + Performance Management & Employee Development
  + Other HR activities as assigned

**Qualifications:**

* Bachelor’s Degree (or equivalent combination of experience and training).
* PHR/SPHR Certification a plus
* A minimum of 5 years of experience in Human Resources which should include recruitment, compensation, and other general HR functions.  Detailed knowledge of employment laws and regulations.  Attention to detail and strong customer service focus is required.
* Experience working in a fast paced environment with multiple and changing priorities
* Advanced MS Office suite skills, including PowerPoint, Excel and Word.
* Outstanding customer service skills required.
* Experience with using and implementing applicant tracking systems

**About Metalogix**

Metalogix is the premier provider of unified management software to migrate, manage and secure content across enterprise collaboration platforms in the cloud and on-premises.

Over 20,000 clients trust Metalogix to optimize the availability, performance, and security of their content across the collaboration lifecycle.

Metalogix is an Equal Employment Opportunity employer valuing diversity and what it brings to the workplace. All qualified applicants regardless of race, color, religion, gender, sexual orientation, marital status, gender identity or expression, national origin, genetics, age, disability status, protected veteran status, or any other characteristic protected by applicable law are encouraged to apply. **Please submit all resumes, via email to:**[**careers@metalogix.com**](mailto:careers@metalogix.com)