**Job Title:** Human Resources Generalist

**Location:** YRCI

**Company Website:** <http://www.yrci.com>

**Company Profile: Founded in 2001, YRCI is one of the nation’s leaders in Acquisition and Federal Human Capital (HC) Services. At YRCI, collaborative people and innovative thinking are the driving force behind our growing success. Our performance-based approach to professional services is a people business, and at YRCI, our people — our employees — make us a nationwide leader in our field. They also make our company a truly great place to work. We employ people who are driven by excellence, committed to integrity and inspired by opportunities to achieve positive results. YRCI isn’t just your next job. With positive performance, YRCI can be your career, your go to employer, and the place to come back to when you’ve decided to do something else for a while.**

**At YRCI, you can have a rewarding career on every level. In addition to challenging and meaningful work, you’ll have the chance to give back to your community and find the support, coaching, and training it takes to advance your career. We offer our employees the opportunity to make an impact and grow professionally within our HC/HR/ Acquisition, and Financial Management career paths.**

**YRCI, with offices in Fairfax, VA, is seeking a full-time corporate Human Resources Generalist. Under the general direction of the HR AVP, and as part of a cohesive, dynamic HR team, you will serve as a principle HR customer contact responsible for providing comprehensive, hands-on, HR support to implement and manage corporate-wide programs, policies, initiatives, procedures, and systems while partnering with managers and employees to provide responsive, quality, Human Resources customer service.**

**The Role**

* **Perform broad range support of HR initiatives and programs that will address business needs and HR functional areas including but not limited to: Administer employee benefits and leave programs, review benefit plans and programs for compliance with government regulations, completes compliance reporting, creates, tracks and reports on key metrics; works closely with benefit plan vendors, brokers and consultants to ensure a high degree of customer satisfaction and superior administration; talent management & development; employee relations; policy development and interpretation; current federal and state employment laws, including government contracting compliance requirements and reporting; employee communication, coaching, retention and engagement; diversity, benefits and compensation; HRIS systems and data integrity and other HR programs and services in support of achieving business goals;**
* **Participate as a team lead in the planning, organization, development, and implementation and follow through of annual benefits open enrollment for multiple worksites;**
* **Serve as a consultant to Human Resources and internal business partners by providing guidance and education to ensure consistent interpretation and administration of benefit programs;**
* **Develop practical solutions to often complex policy matters, using sound judgment within broadly defined policies and practices; provide feedback and guidance to managers and employees on the best course of corrective action; work to proactively anticipate, prevent and resolve HR issues, including but not limited to performance and employee;**
* **Conduct effective, thorough, and objective investigations, to provide fair, impartial recommendations in a timely manner;**
* **Develop and administer effective and timely communication materials through a variety of methods that ensure our diverse workforce remains informed and engaged;**
* **Maintain in depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risk and ensuring regulatory compliance; escalate issues when required;**
* **Utilize analytical skills and HR metrics/measurements, trend analysis, benchmarking, industry best practices, and surveys to help identify areas where we can improve and better meet the needs of our organization and employees;**
* **Deliver training through brown bags, manager toolkits, and other vehicles to create environment where employees can do their best work;**
* **Work closely with management and employees to improve work relationships, build morale, increase productivity and retention;**
* **Facilitate process improvements including support of ongoing efforts to shift focus from tactical to strategic levels of service;**
* **Take initiative to identify and anticipate customer needs, make recommendations, solve problems;**
* **Complete exit interviews;**
* **Assist HR team members with day to day operations and back-up when needed to conduct orientation sessions, assist with new hire onboarding, exit processing, records management and compliance.**

**Requirements:**

* **Bachelor’s degree in Business, HR or a related field and a minimum of 3 years increasingly responsible solutions focused HR experience, including 2 years of benefits management and compliance reporting (5500, SAR, interaction with benefit vendors);**
* **Government contracting experience;**
* **Demonstrated competence in several core HR functional areas, including but not limited to: benefits compliance and reporting; employee communications; HR reporting and management of data integrity policy development and interpretation; compensation program design/management; organizational design, learning and development; performance and talent management; coaching & facilitation; employee relations; government contracting compliance requirements and programs supporting those requirements;**
* **Experience partnering effectively at all levels, to bring valued services to our customers, bring enhancements to the HR function;**
* **Ability to coach and training HR team members and others on processes, compliance and policies**
* **Possesses unquestioned integrity; exercises diplomacy, tact, and discretion; maintains strict confidentiality, demonstrate strong teambuilding and influencing skills; ability to effectively addressing sensitive HR issues;**
* **Solid verbal and written communication skills to effectively address a diverse audience;**
* **Strong organization, client management, and project management skills with the ability to effectively investigate and formulate recommendations and action plans;**
* **Sound judgment, business acumen and the ability to make a contribution to the business as a whole;**
* **Solutions focused problem solving and analytical skills; comfortable working through ambiguous situations and advising on appropriate course of action;**
* **Self-directed, and motivated with proven track record of working independently, often defining objectives of assignments to achieve desired results;**
* **Ability to work effectively performing multifaceted, at times conflicting assignments in conjunction with day-to-day activities with minimal supervision;**
* **Detail-oriented with superb follow-through;**
* **Demonstrated dedication and commitment to the craft of HR, the HR team and the organization (this is not a 8 to 5 job).**

 **Preferred Experience and Skills**

* **PHR or other HR related professional certification (or in process of achieving certification)**
* **Advanced Microsoft excel skills**
* **Classification and Compensation Design/Analyses/Administration**
* **AAP experience**
* **HR/management training design and delivery**
* **Experience working from the HRBP services delivery approach**
* **Experience developing employee engagement and other benchmark tools**
* **HR Systems experience:**
* **Fidelity – payroll and 401K administration**
* **Deltek and HRSmart (HR solution)**
* **Halogen eAppraisal**
* **KTSB (Kelly Services benefits TPA)**

**To apply**: <http://www.yrci.com>