

Title: Human Resources Generalist

Summary:

The Human Resources Generalist will partner with the Director of Human Resources and department leaders to support all areas of Human Resources including hiring, internship programs and Diversity and Inclusion initiatives.

Responsibilities:

- Recruit, interview and facilitate the hiring of qualified candidates for open positions; collaborate with department managers to understand skills and competencies required for openings
- Responsible for onboarding and new hire orientation
- Work with managers to define intern projects; responsible for recruiting, onboarding and coordinating intern training
- Execute and support the initiatives of the Diversity & Inclusion Committee, including:
 - Partnering with the Mentoring Committee to coordinate the GW&K Mentoring Program
 - Identifying and developing relationships with diversity organizations for hiring, volunteer and community outreach opportunities
- Assist with special projects, initiatives and employee programs

Qualifications:

- Bachelor's degree in Human Resources, Business Administration or related field required
- 2-5 years of human resources experience preferred
- Must be able to work well with all levels of management and possess good interpersonal skills
- Excellent use of judgment and discretion; ability to maintain confidential information
- Must be detail oriented, possess strong organizational skills
- Must be proficient in Microsoft office applications, including Word and Excel