

HUMAN RESOURCES ASSOCIATE

Summary Expectations

The Human Resources Associate will report to the Head of Human Resources and help execute the company's people strategy. This position will maintain employee records, administer the firm's benefits, and partner with accounting for payroll. In addition, the Human Resources Associate will assist with broader HR initiatives, including recruiting, onboarding and retention, as well as compliance. This position will also help coordinate meetings for the firm. This position is based in the Richmond, Virginia corporate office.

Position Responsibilities and Essential Job Duties

- Ensure integrity of all employee data records to include compensation, benefits, and performance management.
- Partner in managing the semi-monthly payroll function.
- Manage the annual open enrollment process and year-round benefits administration.
- Assist with recruiting process, including job descriptions, postings, and applicant screening, and onboarding of new employees.
- Monitor changes in federal, state, and local employment laws and best practices to maintain company compliance.
- Assist in planning and coordination of meetings and offsites.
- Serve as main point of contact for managing the corporate office.
- Help with broader human resources initiatives as needed.

Professional Skills and Experience

- Understanding of human resources best practices.
- 2 years' previous human resources experience preferred.
- Prior payroll experience preferred.
- Prior benefits experience preferred.
- Knowledge of employment-related laws preferred.
- Proficiency with Microsoft Office Products – Power Point, Excel, Word, Outlook.
- Bachelor's degree in Business, Human Resources or related field.

Personal Attributes

- Ability to represent the firm in a positive, professional manner to employees, candidates, and business partners.
- Excellent organizational skills, attention to detail, and follow-through.
- Excellent verbal and written communication skills.
- Ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Ability to collaborate effectively with others at all levels of the organization.
- Flexibility and willingness to help in other areas as priorities shift.
- Positive attitude and willingness to learn.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.