

Human Resources Generalist (Part Time)

Founded in 1968, Oriel STAT A MATRIX is a leading global organization providing consulting and training services to the Regulatory Affairs and Quality Assurance functions within the Life Science industry. We are proud of our focus on client outcomes: we achieve superior client results because we balance a pool of highly skilled, specialized affiliates with a carefully chosen team of expert, commercially minded full-time Quality System and Regulatory Affairs employees, all of whom can execute to best-in-class consulting and training services in the market. To support both our existing teams and newly hired staff we are now seeking a human resources manager who will ensure our culture of valuing diversity, experience, flexibility and quality is maintained.

We offer a friendly and pleasant office work environment; work schedule flexibility; telecommuting (when business permits); a competitive compensation package including an incentive compensation plan; a generous health benefits package including medical, dental, vision, FSA, life insurance and a 401(k) plan.

Position Description

The HR generalist will have both administrative and strategic responsibilities. The strategic activities will include taking part in long-term planning with the sales, delivery and supporting functions. They will include developing a workforce plan that matches our growth plan, taking into account the development desires/needs of our existing staff. It will also entail keeping track of the marketplace to ensure our compensation, benefits and flexible work life policies keep us in the forefront of employers of choice. The operational responsibilities will include maintaining a fair, inclusive and diverse workplace, supporting the daily HR needs of existing staff and administering all HR related processes. About 25 - 30 hours per week.

Position Responsibilities

The Human Resources Generalist will accomplish results by:

HR Strategy

- Assist in long-term planning, ensuring the needs of the work force are considered in growth plans.
- Provide assistance in interpreting local and Federal employment laws and develop strategies that support the business need.
- Maintain an auditable record of work force diversity, development and inclusion to meet appropriate reporting requirements.
- Deliver HR objectives and insure they are integrated into company systems – both process and technology.
- Develop metrics designed to maintain and enhance our flexible and empowered work force capability.

HR Support

- Administer tasks for onboarding to give new staff a superior 'first day' experience.
- Coordinate new hire orientation and qualification activities.
- Handle all exit interviews and provide feedback on employee retention strategies.
- Suggest improved process and procedure to maintain a vibrant, empowered work force.
- Provide effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters

- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contribute to the development of policies.
- Work with our outsourced provider of HR administration for common needs.

Leadership

- Develop and implement strategic and tactical work force plans.
- Ensure development and coaching of all team members occurs and is effective.
- Provide insight on current trends in human resource law and practice.
- Preserve and develop our highly-empowered and highly autonomous work force.

Basic Qualifications

- Bachelor's degree in Human Relations or closely related field.
- A minimum of 5 years of experience in an HR Generalist leading role.
- A minimum of 10 years of experience in HR.
- Sound knowledge of current state and Federal employment laws
- Experience with an international work force would be a strong plus
- Excellent communication (verbal and written) and outstanding interpersonal skills
- Comfortable working with a geographically diverse work force and fully capable with modern computerized and online systems for communication and operations.

To apply, email your resume and a cover letter to hr@orielstat.com. Please place *Job Code: "HRPT"* in the subject line.

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