

Posting Begin Date: May 14, 2019

Posting End Date: June 7, 2019

Job Position: Human Resources Generalist, McLean, VA

Position Type: Full-time, FLSA Exempt

Expected Hours of Work: Normal days and hours of work are: Monday through Friday from 9:00 a.m. to 5:00 p.m.

Cheiron, Inc., an actuarial firm with approximately 100 employees and eight office locations nationwide, has an immediate opening for an HR Generalist at its headquarters in the Washington, DC metropolitan area. In addition to competitive pay, Cheiron offers a 401(k) profit sharing plan, competitive medical and dental benefits, paid time off, group life & AD&D, and disability benefits.

Position Summary: Cheiron seeks an original thinker with fresh perspectives who can readily adapt to a multi-office corporate structure. As the HR Generalist at Cheiron you will function in a variety of capacities within the human resources function. You will be expected to work within a committee-based infrastructure and build relationships with management and existing staff members. In addition, you will have a broad range of responsibilities including the Essential Job Functions and Additional Duties listed below.

Essential Job Functions:

- Assist with administration of compensation and benefit programs, including COBRA letters and management of open enrollment, and 401(k) plan as directed by the benefit committees
- Payroll processing, including tracking overtime, paid time off, and deductions
- Manages and reviews employee personnel files for completeness
- Assist recruiting chair and recruiting committee in all areas of recruiting
- Assist with job descriptions and evaluation of job positions, including FLSA classification
- Responsible for on-boarding, new hire orientation, exit interviews, and off-boarding
- Manage and facilitate performance review process, including employee feedback
- Answer employee HR related questions and assist with employee communications, as needed
- Maintain confidentiality of all employee information as required
- Provide guidance to management regarding human resources practices and procedures, including benefit and personnel practices and the law while working collaboratively Cheiron committees and legal counsel
- Assist the COO in the development and implementation of personnel policies and procedures

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Additional Duties:

- Update employee handbook, policies, and manuals as needed
- Track PTO, FMLA, and other leaves of absence
- Review and update human resource practices and procedures
- Assist committee chairpersons and with Company projects as needed

Education and Experience:

- Bachelor's Degree required, preferably in Human Resources, Business Administration, or a related field
- PHR, SHRM, or equivalent HR certification required
- At least 5 years of relevant or equivalent HR experience within a professional services organization working directly within the functions of personnel, benefits, and compliance
- Experience acting as the first line of contact for employee HR and benefit questions
- Maintenance of HR continuing education requirements and job knowledge

Competencies:

- Ability to build highly effective relationships at all levels across the Company
- Ability to adapt communication skills to the audience and the situation
- Ability to contribute effectively in a team environment
- Ability to manage multiple tasks and priorities
- Ability to work with Microsoft Office (i.e., Outlook, Excel, Word, and PowerPoint) and payroll software

Knowledge and Skills:

- Excellent organizational, analytical and problem solving skills
- Excellent communication (verbal and written) and interpersonal skills
- Fundamental knowledge of compensation, employment practices, and HR philosophy
- Working knowledge of employment laws, including federal, state and other regulatory standards
- Sound judgement and strong business acumen

Supervisory Responsibility: This position has no supervisory responsibilities.

Travel: Travel to other corporate office locations may be required

Salary: Commensurate with experience

Cheiron uses E-Verify - You must be legally eligible to work in the United States

EEO Statement: Cheiron, Inc. is an Equal Employment Opportunity (EEO) employer that is fully committed to providing equal employment opportunities. Cheiron recruits, hires, trains, and promotes qualified individuals in all job titles without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, marital status, genetic information, status as a protected veteran, or status as an individual with a disability, and does not discriminate against or harass any individual on the basis of any such characteristics. Cheiron bases all employment decisions only on valid job requirements. Cheiron's EEO policy has the full support of the Company, including its President and CEO.

To inquire send your resume to: opportunity@cheiron.us