

Human Resources Generalist

The International Association of Fire Chiefs (IAFC) represents the leadership of firefighters and emergency responders worldwide (www.iafc.org). In operation since 1873, our vision is Igniting Global Leaders for a Safer Tomorrow!

IAFC is now hiring a **full-time Human Resources Generalist** *onsite* in the McLean, VA headquarters to join our growing team. As an HR Generalist, you will facilitate the routine functions of the HR department of one for all IAFC employees, including hiring and interviewing staff, administering the performance review process, interfacing with payroll and enforcing policies and practices. In addition, this position performs administrative duties including record-keeping, file maintenance, processing benefits information, annual benefit enrollment and HRIS entry. This position develops policies and directs activities within the HR department, ensuring legal compliance and alignment with IAFC's mission, vision and values.

Ideal Candidate Requirements:

- Minimum of 5-8 years of Human Resources generalist experience
- Strong computer skills including Microsoft suite and SharePoint
- Ideal candidate will be able to handle confidential information and work well with ongoing deadlines.
- Must be detail-oriented, possess good organizational skills and have the ability to multi-task while meeting deadlines
- Recruiting experience including full life cycle from applicant to onboarding and employee file maintenance
- Bachelor's degree in Human Resources, Accounting or Business a plus.
- SHRM-CP or SCP certification a plus
- Maintains knowledge of trends, regulatory changes and best practices
- Excellent communication and customer service skills

Job Summary:

- Collaborates with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state and local employment and completes annual reports including AAP, EEO-1, OSHA-300A, and support of required audit reporting
- Organizes employee functions throughout the calendar year
- Manages the talent acquisition process which may include: recruiting, interviewing, hiring and onboarding, background checking; collaborates with managers & supervisors to understand skills and competencies required for openings.

- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Oversees and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Files documents into appropriate employee files both physically and electronically.
- Provide courteous and professional customer service when interacting with employees and vendors
- Ensure teamwork, communication, professionalism and ethics are top priority
- Represent IAFC in a positive and professional manner at all times
- Other duties, as assigned

Why You Should Want to Work For IAFC:

- Competitive salary
- Paid time off and holidays
- Medical, dental, and vision benefits at first of month following hire date
- Training programs
- Tuition reimbursement
- Retirement plan
- Opportunity for professional growth

We offer a competitive salary. This is a full-time onsite job in our McLean, VA offices. After an introductory period, remote work 1 day per week may be possible. Please send resume to: recruiteba@comcast.net. Reference: HR Generalist. No phone calls please. EOE

Background checks are required. EOE