

Human Resources Generalist

The **Human Resources Generalist** supports core HR functions, with a primary focus on recruiting business services professionals and providing day-to-day HR support. The role partners with HR leadership and firm management on employee life cycle activities and offers exposure to employee relations matters, including performance management and conflict resolution.

Responsibilities:

- Managing full-cycle recruitment for business services roles, including legal support, administrative, finance, IT, marketing, and other professional staff positions by
 - partnering closely with department leaders to understand staffing needs and provide guidance on hiring strategies
 - posting job descriptions, screening candidates, coordinating interviews, and managing offers and onboarding
 - building and maintaining strong relationships with search firms and external recruiting partners
- Responding to routine employee inquiries and providing guidance on firm policies and procedures
- Participating in employee relations matters, including performance management, coaching conversations, and issue resolution under the guidance of senior HR leadership
- Assisting in investigations, documentation, and follow-up under the guidance of senior HR leadership
- Supporting performance review cycles and talent development initiatives
- Build strong relationships across the firm as a trusted HR partner
- Participating in HR initiatives and projects, including process improvements, policy updates, and engagement efforts
- Supporting firm-wide HR and Talent programs and special projects as needed

Requirements:

- Bachelor's degree
- At least 3 years of HR experience, with a strong emphasis on recruiting business services professionals, preferably in a law firm or professional services environment
- Working knowledge of employment laws and HR best practices
- Strong interpersonal and communication skills (both verbal and in writing) with the ability to interact effectively at all levels of the organization
- High degree of discretion, professionalism, and sound judgment
- Excellent organizational skills and attention to detail
- The ability to manage multiple priorities in a fast-paced environment

This is an exempt position and the annual salary range for this role is \$110,000 to \$130,000, commensurate with experience. This salary range reflects estimated base salary. Total cash compensation will be higher when factoring in year-end bonus and benefits.

If you are interested in applying for this position, please complete an application [here](#).

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