

## 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](#).

*Selendy Gay PLLC is an Equal Opportunity Employer*