

Position: Human Resources Generalist (Bi-Lingual)
Reports to: Director of Human Resources & Talent Acquisition
Office Location: Rockville, Maryland
Position Type: Full Time exempt

The Human Resources Generalist (HRG) is an integral part of the Human Resources and Talent Acquisition Team and is responsible for administering a wide range of human resources programs such as recruitment, onboarding, maintaining employee records, coordinating employee meetings such as training and benefits as well as crafting policy and procedures.

The right candidate will be able to build rapport quickly, partner with our leaders, and ensure the best outcomes for employees and align with our objective of being an employer of choice. The HRG has a sense of urgency, is responsive, and keeps up to date on state and federal employment laws.

Job Responsibilities:

- Provide exceptional customer service to our current team and potential team members.
- Partners with the Director of HR and other leaders to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, and retention.
- Assists with the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, nonexempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.
- Conduct employee onboarding and assist with organizing training and development initiatives.
- Provide support to employees in various HR related topics such as leaves and compensation and resolve any issues that may arise.
- Organize quarterly and annual employee performance reviews.
- Manages the company Social Media content for Human Resource related items.
- Other duties as assigned.

Qualifications & Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Minimum 3 years' work experience – human resources, operations, or management field preferred.
- SHRM-CP or SHRM-SCP highly desired.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Experience with benchmarking data and building trackable metrics as they relate to employment.
- Experience successfully managing projects with internal and external team members.
- Proficient in Microsoft Word, Outlook, and PowerPoint.
- Excellent written and verbal communication skills in both English and Spanish; confident public speaker.
- Outstanding attention to detail and strong customer service skills.
- Ability to prioritize projects to meet multiple deadlines in a fast-paced, team environment.
- Ability to be flexible, proactive, and highly motivated with strong organizational skills.
- Ability to work throughout our District of Columbia and Maryland locations.

Candidates under consideration for hire must submit to, and pass a background check and drug screening according to The Tower Companies' hiring standards. This role requires proof of vaccination against COVID-19, subject to accommodation for religious or medical reasons considered on a case-by-case basis.

The Tower Companies and its affiliates are equal opportunity employers and offer a collaborative and exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan.

If you're interested in this position and working for The Tower Companies, please apply via our candidate portal found within our [careers page](#).

No phone calls please.

About The Tower Companies

For three generations, the family-owned [Tower Companies](#) has maintained a commitment to responsible development and envisions a world where buildings inspire and enrich the lives of their occupants, and create positive social change. The green building leader owns, develops, and manages over 5 million square feet in the Washington, D.C. metropolitan area consisting of office buildings,

office parks, lifestyle centers, regional malls, eco-progressive live-work-play communities and hotels with over 8,000,000 SF in the development pipeline. The Tower Companies built Blair Towns, the first LEED certified residential community in country. The Tower Companies is recognized as an international authority in the industry, and has been recognized for its commitment to sustainability and energy independence by numerous national organizations and federal agencies, including US Green Building Council, US Department of Energy and the US Environmental Protection Agency.