Job Description

Job Title: Human Resources Generalist
Department: People
Reports To: People Experience Manager
Location: Remote within the United States
Employment Type: Full-Time

Summary:

The HR Generalist plays a critical role in supporting the human resources function within Software Company, a real estate technology SaaS company employing approximately 1,500 individuals. Reporting to the People Experience Manager, the HR Generalist is responsible for providing comprehensive HR support across various functions, including recruitment, employee relations, performance management, benefits administration, compliance, and HR operations.

Responsibilities:

- Support the entire employee lifecycle, from recruitment and onboarding to performance management, development, and offboarding, ensuring a positive employee experience.
- Promote employee engagement and morale through initiatives such as recognition programs, feedback mechanisms, and professional growth opportunities.
- Ensure compliance with relevant employment laws, regulations, and company policies, staying up-to-date with changes and implementing proactive measures.
- Assist with workforce planning, talent acquisition, and succession planning initiatives to support organizational growth and build a diverse, skilled workforce.
- Serve as a resource for employees and managers on HR-related inquiries, policies, procedures, and employee relations issues.
- Contribute to HR projects and initiatives aimed at enhancing processes, improving organizational effectiveness, and driving positive change.
- Metrics: Employee engagement scores, compliance audit results, time-to-fill rates, employee retention rates.

Required Qualifications/Skills:

- 5+ years of experience in Human Resources. HR Certification preferred.
- Knowledge of employment laws, regulations, and company policies.
- Experience in promoting employee engagement and encouraging employee feedback.

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- Familiarity with the recruitment lifecycle and offboarding processes.

Competencies:

- Empathy and emotional intelligence
- Strong project management skills
- Excellent communication and interpersonal abilities
- Critical thinking and problem-solving skills
- Curiosity and a commitment to continuous learning

Physical Requirements: This is a remote position with minimal physical requirements.

Travel Requirements: Occasional travel may be required for company-wide events or meetings (less than 10% of the time).

Equal Opportunity Statement: Software Company is an equal opportunity employer and does not discriminate against any employee or applicant based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

Onboarding Plan

Pre-Boarding:

- Send a welcome email with important information about the first day, such as start time, dress code, and parking/building access details.
- Share relevant company policies, employee handbook, and benefit information for the new hire to review.
- Set up necessary technology (laptop, email account, access to HR systems, etc.) and workspace.

First Day:

- Organize a warm welcome and introduction to the People team and key stakeholders.
- Provide an overview of the company's history, culture, values, and organizational structure.
- Review the job description, responsibilities, expectations, and performance metrics.
- Cover logistical details (ID badge, building access, IT setup, etc.).
- Schedule meetings with key stakeholders (hiring manager, department heads, etc.) for introductions and to understand their needs.

First Week:

- Conduct in-depth training on HR policies, procedures, systems, and processes.
- Provide an overview of the company's benefits programs and enrollment process.
- Introduce the new hire to relevant HR projects and initiatives they will support.
- Assign a buddy or mentor from the People team to serve as a resource and guide.
- Schedule job shadowing sessions with experienced HR Generalists to observe and learn.

First Month:

- Conduct regular check-ins to assess progress, address questions, and provide feedback.
- Enroll the new hire in relevant training programs (e.g., employment law, performance management, etc.).
- Introduce the new hire to cross-functional partners and key stakeholders they will collaborate with.
- Assign specific tasks or projects to apply their knowledge and skills.

- Encourage participation in team meetings, social events, and company culture initiatives.

Ongoing:

- Provide continuous learning opportunities through formal training, seminars, or industry events.
- Schedule regular one-on-one meetings to discuss performance, goals, and career development.
- Encourage the new hire to join relevant professional associations or networking groups.
- Solicit feedback on the onboarding process to identify areas for improvement.
- Celebrate milestones and achievements to reinforce a positive onboarding experience.

This onboarding plan aims to provide a structured and comprehensive introduction to the role, the company, and the HR function, while also fostering a sense of belonging and engagement from day one. Regular check-ins, feedback, and learning opportunities will help ensure a successful transition and long-term success for the new Human Resources Generalist at Software Company.

Job Posting

Title: Human Resources Generalist - Join Software Company's People-First Culture!

Are you passionate about creating exceptional employee experiences? Do you thrive in a dynamic, fast-paced environment where your impact is felt across the organization? If so, we want you to be part of the Software Company team!

About Software Company:

Software Company is a leading provider of innovative real estate technology solutions, empowering businesses to elevate their operations and deliver superior experiences. Our mission is to transform the way communities live, work, and play through data-driven software and services that revolutionize real estate operations. With a global presence and a commitment to excellence, we are shaping the future of real estate technology.

The Role:

As a Human Resources Generalist, you will play a pivotal role in supporting our most valuable asset – our people. You'll be part of a dynamic People team that champions employee engagement, fosters a positive culture, and drives organizational growth. Your responsibilities will span the entire employee lifecycle, from recruitment and onboarding to performance management, development, and offboarding.

What You'll Do:

- Serve as a trusted partner to employees and managers, providing guidance on HR policies, procedures, and best practices.
- Collaborate with hiring managers to attract and onboard top talent, ensuring a seamless and engaging experience for new hires.
- Implement initiatives that promote employee engagement, recognition, and professional growth opportunities.
- Ensure compliance with employment laws and regulations, proactively identifying and mitigating risks.

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- Contribute to HR projects and initiatives aimed at enhancing processes, improving organizational effectiveness, and driving positive change.
- Foster a culture of inclusivity, diversity, and belonging, where every employee feels valued and empowered to succeed.

What You'll Bring:

- 5+ years of experience in Human Resources, with a proven track record of success.
- Thorough knowledge of employment laws, regulations, and best practices.
- Exceptional communication and interpersonal skills, with the ability to build strong relationships at all levels.
- Analytical and problem-solving skills, with a keen eye for process improvement.
- A passion for creating exceptional employee experiences and driving engagement.
- Empathy, emotional intelligence, and a genuine care for people's well-being.

Why Software Company?

At Software Company, we live by our values of Integrity, Passion, Innovation, Commitment, and Success. We foster a collaborative and inclusive environment where you can grow, learn, and make a meaningful impact. Our comprehensive benefits package, competitive compensation, and opportunities for professional development make Software Company an exceptional place to build your career.

Join our team and be part of a dynamic, forward-thinking company that is shaping the future of real estate technology. Apply now and take the first step towards an exciting and rewarding career!

Software Company is an equal opportunity employer, and we value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

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