

**Alenia North America Inc.**  
**Position Description**

**Date: 6/23/2010**

**Job Title: HR Generalist/Trainer**

**Reports To: HR Manager**

**Business Unit/Department: Human Resources**

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**Position Summary (Briefly describe what the position was created to accomplish):**

Alenia North America is seeking a highly qualified individual for the position of Human Resource Coordinator. This individual will be responsible for human resource activities, to including, but not limited to, employee training and development, recruitment, administrative tasks. This position is located in Washington, D.C., will report directly to the Human Resource Manager.

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**Position Responsibilities (List the essential functions of the job and describe what must be accomplished):**

The Human Resource Generalist's responsibilities include, but are not limited to:

- Recommend, develop, schedule and deliver necessary compliance training and development courses for Alenia North America.
- Conduct new hire and benefit orientations
- Update and maintain HRIS System and Time keeping System
- Create and maintain employment files
- Tracking and processing annual Employee Performance Reviews
- Coordinate department travel and itineraries
- Prepare expenditure approval requests and expense reports for HR department
- Audit monthly insurance bills
- Maintains all compliance with federal and state regulations concerning employment
- Assist with coordinating employee functions and company events. (ex. Company picnic, birthday parties)
- Back-up to Office Manager
- Heavy day-to-day administrative tasks

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**Position Requirements (Include education, experience, special skills and licenses or certifications required):**

- A bachelors degree from an accredited four (4) year university and two (2) to three (3) years of Human Resource experience. Knowledge of all federal and state employment and benefit laws. Familiar with HRIS systems. Ability to perform well in a fast-paced environment while maintaining friendly and professional demeanor.

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**Decision Making (Give several examples of the types of decisions or recommendations made in performing the responsibilities of this job): minimal**

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**Management (List the position titles and number of employees directly supervised and indirectly supervised): n/a**

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**Job Dimensions (List specific examples of responsibility that this job has for company assets, such as revenues, budget responsibility, financial responsibility, etc.): n/a**

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**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be a list of all responsibilities, duties and skills required. Specific duties may change without notice.*

Alenia North America is an EEO-M/F/D/V employer.

Revised 6/25/2010