

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

**Date: 9/7/2010**

**Job Title: HR Generalist**

**Location: Washington, DC**

**Business Unit/Department: Human Resources**

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**Position Summary:**

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Alenia North America is seeking a highly qualified individual for the position of Human Resources 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:**

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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.
  - Develop and maintain affirmative action programs, file EEO-1 reports annually, maintain all records and reports to conform to EEO regulations.
  - Conduct recruitment, create and post job descriptions, properly vet candidates, and conduct interviews for all available positions within Alenia North America.
  - Develop and maintain relationships with employment agencies, universities, and other recruitment sources.
  - 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.
  - Administer benefits to employees and serve as liaison between employees and insurance brokers/carriers.
  - Maintains all compliance with federal and state regulations concerning employment
  - Prepare expenditure approval requests and expense reports for HR department.
  - Assist with coordinating employee functions and company events. (ex. Company picnic, birthday parties).
  - Coordinate department travel and itineraries
  - Heavy day-to-day administrative tasks
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**Position Requirements:**

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- 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.

*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.*