

HR Generalist

Job Description:

We are looking for an experienced HR professional to join our collaborative team, in a dynamic small aerospace company where you will help us make a big difference to the United States and our allies. The ideal candidate will have outstanding interpersonal and communication skills, with 1-10 years of Human Resources experience, and most importantly, the right attitude. You'll be responsible for all HR functions as the sole HR professional on our team with responsibilities to include recruiting and on-boarding, benefits, employee relations, EEO reporting and general regulatory compliance with labor laws, and performance management. You may join the team on their daily walk through the neighborhood, enjoy the patio, pinball, mini-golf, or work out in our gym.

Location: Northridge/Chatsworth. This position is 100% on-site.

Key Responsibilities and Tasks:

Provide recruiting leadership, starting from the basic screening of a candidate to the in-person interviews.

Onboarding the candidates ensuring they are being trained in accordance with our policies and procedures.

Possesses a keen eye for talent and ensures a good dynamic between the candidates and the management.

Active engagement in employee benefits, performance management, leaves, and employee development. Organize and help lead annual review cycles for all employees.

Promotes a positive and open work environment where employees feel comfortable speaking up about issues and is a trusted source for raising private concerns in confidence.

Brings an understanding and ensures compliance with all pertinent labor laws – Federal and California.

Requirements:

A fantastic attitude – doing what it takes to support the team.

Exceptional communication skills and interpersonal skills

BSc/BA in Business administration or relevant field is a plus, but may be replaced with great experience and the right attitude

Experience as an HR professional- 1-10 years

Job Type: Full-time, salaried/exempt.

Pay: \$66,560 - \$90,000 per year, plus benefits including 401(k), and 401(k) matching

Health Dental Vision insurance, Long term and Short term health, Life insurance are available via a cafeteria plan. Paid time off