Title: HR Generalist

Company: Hilaria Solutions

Location: Cambridge, MA

We are seeking an experienced HR Generalist to join our team. The successful candidate will be responsible for overseeing all aspects of HR operations, including but not limited to recruitment, onboarding, employee relations, performance management, and compliance.

Responsibilities:

* Manage end-to-end recruitment process, including job postings, resume screening, interviewing, and candidate selection
* Conduct onboarding and orientation programs for new hires
* Manage employee relations, investigate and resolve employee concerns, and recommend appropriate action
* Develop and implement HR policies and procedures to ensure compliance with employment laws and regulations
* Manage performance review process and provide guidance to managers on performance management issues
* Conduct exit interviews and make recommendations to improve employee retention
* Maintain accurate HR records and provide regular reports on HR metrics
* Collaborate with management to develop and implement HR strategies that align with the company's goals

Requirements:

* Bachelor's degree in HR, business administration, or related field
* 3+ years of experience as an HR Generalist or similar role
* Strong knowledge of employment laws and regulations
* Excellent communication and interpersonal skills
* Strong problem-solving and decision-making skills
* Ability to work independently and manage multiple priorities

If you are passionate about HR and are looking for a challenging and rewarding opportunity, we encourage you to apply. Please submit your resume and cover letter for consideration.