



Position Title: Human Resources Generalist

Work Location: Chesapeake, VA

Status: Full-Time, Non-Exempt

Req#: 19-012105

Position Summary:

The HR Generalist performs HR related duties working closely with senior HR staff in support of multiple company locations. This includes the functional areas of recruiting, benefits administration, employee relations, new employee indoctrination, offboarding and training, EEOC and employment law compliance. May be assigned the duties and responsibilities of other positions for which qualifications are met.

Primary Responsibilities:

- Recruiting professional and trades personnel to fill contract positions for both active contracts and contingent hires.
- Administers onboarding employment documents.
- Conduct new employee orientation
- Scheduling drug screening
- Entering info for background checks-easybackgrounds.com
- Maintain/prepare new employee orientation packets and updates
- Administers various human resource plans and procedures for all company personnel
- Maintains employee data base and records, oversees updated resume data base and participates in the resume updates of current employees
- Prepare and submit annual EEO reports and Vets 100
- OSHA Reporting: Maintain and forward all accident information to Corporate, report accidents on Signal website, update OSHA accident 300 report-track Doctor's reports and return to work date
- Assist employees with 401K enrollment and loan request

Travel:

May include some travel to the San Diego and Ventura offices.

Security Clearance:

Secret clearance is not required for this position.

Certifications, Qualifications, Education Requirements:

- Bachelor's Degree and 3 years human resource experience or 8 years of experience; or similar combination of education and experience.
- At least 2 years of experience in the Human Resources field working within the Government Contracting Industry.
- Extensive knowledge of Service Contract Act (SCA) regulations

- Must have strong organizational and communication skills. Must be detailed orientated.
- Effective communicator with demonstrated experience in employee relations and problem solving/analysis.
- Software used exclusively in HR is Bamboo HR. Previous Bamboo experience a plus.
- Proficient with Microsoft Excel, Word, and Outlook.

Company Overview:

Prism Maritime, LLC is a premier maritime service provider for Alteration Installation Team (AIT) and Modernization related Services in support of US Maritime and Shore-based clients. Prism Maritime is a privately held business headquartered in Chesapeake, VA, with offices in San Diego and Ventura, CA. Established in 2006, Prism Maritime currently employs over 250 professionals and maintains an ISO 9001-2015 certified Quality Management System.

Prism Maritime is an EEO/AA employer. We invite resumes from all interested parties without regard to race, color, religion, creed, gender, national origin, age, genetic information, marital or veteran status, disability, or any other category protected by federal, state, or local law. U.S. citizenship is required for most positions.

If you need special assistance or an accommodation while seeking employment with us, please email hropportunities@prismmaritime.com or call: 757-460-8800.

To Apply:

Visit www.prismmaritime.com and click on Careers>Job Openings

All applications are active for 90 days. After 90 days you must re-apply to still be considered for this position.