



SI2 Technologies, Inc.
N. Billerica, MA 01862

Human Resources Generalist

On-site

(1 day remote and at least 4 days on site in Billerica, MA)

Since 2003, our organization has provided innovative, high-tech products to the defense marketplace. We have built a team of **smart, creative and energetic technical experts** who are passionate about our mission. Our culture can be described as collegial and collaborative with a closely knit team that are passionate about our mission. We live by a set of values that sets us apart from other companies. If these values are meaningful to you, we'd like to talk to you!

Tell It as It Is * Instill Confidence * Positive Attitude * Take Ownership * Problem Solver * Competitive Spirit

With an employee populace of 37, and due to our continued growth and our interest in our employees' development, we are filling this key role of HR Generalist, reporting to the VP of People Development. We seek a talented, energetic HR professional that will be charged with performing HR generalist work to include Benefits, HR, Recruiting, and Safety Program administration.

This position is for someone who likes variety in their work, a fast pace, and wants to make a great "impact" to a group of top-notch professionals who depend on the HR Generalist to support operations.

As an integral member of our administrative team, the HR Generalist report to the VP of People Development and will be charged with:

- Serving as a link between management and employees by handling questions, interpreting policies, and helping to resolve work-related problems.
- Full-cycle recruiting to include participating in and hosting recruitment events to drive awareness of our company.
- Onboarding new employees in an engaging manner.

- Maintaining personnel records, compiling statistical reports as required.
- Administering special projects in areas such as compensation, recognition programs, leave of absence management, performance management and improvement, and employee awards.
- Assist the VP of People Development in conducting internal investigations as needed, and assist the Company in external hearings.
- Assist our VP of People Development in both the recruitment initiatives being implemented and the employee career development programs launched.
- Transition our applicant tracking software and ensure it's being used efficiently and effectively.

The ideal candidate will have the following attributes:

- Bachelor's Degree in Human Resources, Business Administration or equivalent experience in HR preferred.
- Must have a minimum of 3 years HR Generalist experience
- Experience administering employee benefit programs and required reporting for benefits administration.
- SHRM or HRCI Certification a plus
- Highly organized with exceptional follow-through abilities.
- Strong verbal and written communications.
- Demonstrated experience recruiting for STEM talent a plus.
- Solid understanding of sourcing techniques and tools (e.g. social networks, ATS)
- Strong sense of urgency, initiative, and problem-solving skills
- Excellent communication skills, both verbal and written.
- Thorough knowledge of Federal and State employment law and contemporary HR best practices.
- Must be a US Citizen.

We know that our greatest strength is our hardworking team, so we make sure that we reward our employees hard work with a people-positive and family-supportive work environment, and...

- **A competitive salary based on experience**
- Annual Merit Increase based on individual performance and company financial performance
 - Quarterly Bonus Based on Company Financial Performance
 - **100% payment of healthcare premiums**
 - Vision, dental, life, AD & D and disability insurance
- 401(k) with Company match immediately 100% vested and additional profit sharing!
 - Tuition reimbursement, discounts and deferrals for advanced degrees
 - Generous paid time off
 - Flexible schedules
 - State of the art computer systems

- Personalized Career Path Development Plan
- Multiple (COVID-friendly) company social events throughout the year

New employees must present documentation of COVID vaccination

*Be sure to check us out at: www.SI2Technologies.com and follow us on LinkedIn.
#WeMakeThingsSmart*

*If interested in joining our fabulous team and growing company, please send your resume with salary interests to: rightfitrecruiting@comcast.net, **TODAY!***

SI2 Technologies is an Equal Opportunity Employer EEOC - M/F/D/VEEO