



Results Beyond Your Expectations

**EQUAL OPPORTUNITY EMPLOYER**

1100 15<sup>th</sup> Street, NW • Suite 300

Washington, DC 20005

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Web [www.enlightened.com](http://www.enlightened.com)

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## **HUMAN RESOURCE MANAGER**

Come work for one of the area's fastest growing IT consulting companies. Located in downtown Washington, D.C., we have been recognized throughout the years for our outstanding performance. Inc. 500 ranked Enlightened as the #264 fastest growing company in 2004. In 2005, the Washington Chamber of Commerce named Enlightened as the Best Small Business in Washington. In 2006 and 2007, Enlightened celebrated being a part of the Inner City 100 as one of America's fast growing companies located within the inner city of Washington DC. This year Enlightened was recognized as one of the top 100 Minority Business Enterprises in the Mid-Atlantic Region by the Center for Business Inclusion and Diversity. This is an excellent opportunity to work with a growing and well established company!

### **Job Purpose:**

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

### **Duties:**

- Position reports the Operations Director.
- Position directs daily activities of Receptionist, recruiters, and administrative interns.
- Maintains organization staff by maintaining a recruiting and interviewing program; counseling managers on candidate selection.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by maintaining a filing and retrieval system; keeping past and current records.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.



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- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Contributes to team effort by accomplishing related results as needed.

**Required Experience / Qualifications:**

- Recruiting
- Hiring, Intake & Employee Separation (voluntary and involuntary)
- Benefits Administration
- Performance Management
- Communication Processes
- Compensation and Wage Structure
- Classifying Employees
- Employment Law
- Human Resource Management
- SPHR or PHR certification highly preferred
- Bachelor's Degree highly preferred