



## Human Resources Generalist - Culp Elliott & Carpenter, PLLC

We are a mid-size tax, real estate and trusts and estates boutique law firm in the SouthPark area searching for a Human Resources Generalist to support the Director of Human Resources and firm management team. The focus of our Firm is on providing innovative and effective tax, legal and financial representation in the areas of tax planning, estate planning, real estate, commercial transactions, mergers and acquisitions and tax audits and controversy.

The Human Resources Generalist plays a vital role in supporting HR operations across the organization, with a focus on employee relations, talent support, compliance, and day-to-day HR administration. The ideal candidate is a hands-on, people-focused HR professional who thrives in a fast-paced and collaborative environment.

### DUTIES AND RESPONSIBILITIES

- Supports the Human Resources operations of the firm:
  - Talent acquisition
  - Annual law school recruiting and liaison with law school career services
  - Onboarding and orientation
  - Summer Associate program schedule
  - Benefits administration and Open Enrollment
  - Timekeeping/Attendance and Paid Time Off tracking
  - Performance Management
  - Employee relations
  - HR Policies and Procedures
- Supports the Firm's overall HR strategic planning goals and objectives
- Provides oversight for Firm events and social activities
- Supports the HR function with compensation benchmarking, including local and national surveys and reports
- Assists and facilitates professional development and firm training
- Provides additional backup support to HR and Operations as required

### REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Minimum two years of experience in HR
- Highly trustworthy and careful with confidential and sensitive information
- Strong interpersonal and communication skills with the ability to build trust across all levels
- Ability to work independently and efficiently on multiple projects
- Highly organized with a strong attention to detail
- Strong MS Word, Excel and Power Point skills; some experience with HR systems (ADP) and with SharePoint preferred
- Bachelor's Degree preferred

We offer a competitive compensation and benefits package commensurate with experience.