

JOB SUMMARY

Covalent Solutions (Covalent) is seeking a highly motivated and collaborative Human Resources Specialist to perform general Human Resources support.

The position is 75% remote and 25% in the HQ office supporting both onsite and remote workforce.

Covalent Solutions (Covalent) is a mission-focused Minority, Woman-Owned Small Business that relies on the innovation and dedication of its employees to drive customer success. As an organization, we value teamwork, continued personal growth and a focused drive to excellence. At Covalent, we utilize our wealth of multidisciplinary experience and expertise in multiple disciplines to deliver innovative solutions and precise execution on our customers' most difficult problems.

Covalent is headquartered in Rockville, MD.

DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Answer employee requests and questions specifically related to Human Resources.
- Assist in performing general Human Resources support functions:
 - Responsible for personnel records management, including employee benefit and payroll information.
 - Provide administrative support for online time & attendance systems.
- Perform activities associated with recruitment and onboarding of new employees:
 - Consult as needed with managers and Covalent senior leadership to establish job titles, position descriptions and requirements, and salary ranges.
 - Proactively recruit applicants using a wide variety of tools, including LinkedIn and ZipRecruiter.
 - Screen applicants for basic qualifications using compliant data management techniques.
 - Review resumes, interview candidates, and develop diverse slates of candidates and finalists for manager consideration.
 - Conduct appropriate reference and background checking.
 - Accurately communicate important employment information during delivery and negotiation of employment offers (e.g., benefits, compensation).
 - Manage candidate activity and prepare and enter any needed data or complete paperwork relating to hiring or onboarding.

QUALIFICATIONS

Education

- Associates degree in related field required or related experience.

Work Experience

- 1-2 years of experience in the Human Resources field.

- Excellent written and verbal communication skills, organizational skills, attention to detail, with the ability to communicate with personnel at all levels of the organization.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Proficient with Google Workspace and Microsoft Office.

COMPETENCIES

Professionalism:

- Ability to apply judgment to manage conflicting priorities and resources, driving work and results that are the highest value for the organization.
- Sharp eye for detail.
- Ability to identify issues, analyze, and participate in the resolution of issues/problems.
- Show persistence when faced with difficult problems or challenges.
- Ability to stay calm under stress and uncertainty, influencing the same in your teammates.
- Naturally curious about things you don't understand and actively look for opportunities to grow and learn from those around you.

Communication:

- Actively participate in meetings and be willing to advocate for what you believe in.
- Superior written and verbal communication skills. You can always articulate the "why" behind your recommendations.
- Listen to others, correctly interpret messages from others and respond appropriately.
- Ask questions to clarify, and exhibit interest in having two-way communication.
- Tailor language, tone, style and format to match the audience.
- Demonstrate openness in sharing information and keeping people informed.

Teamwork:

- Ability to form trust-based relationships quickly.
- Work collaboratively with colleagues to achieve organizational goals.
- Place team agenda before personal agenda.
- Support and act in accordance with the final group decision, even when such decisions may not entirely reflect your own position.

Accountability:

- Take ownership of all responsibilities and honor commitments.
- Deliver outputs for which you have responsibility within prescribed time, cost and quality standards.
- Operate in compliance with organizational regulations and rules.
- Take personal responsibility for your own shortcomings, where applicable.

Email resumes to jobs@covalentsolutions.com