

**Title: HR Generalist**

**Location: Pasadena, CA**

**Company: Honeybee Robotics, an EBI Company**

Honeybee Robotics creates specialty robots, electromechanical flight subsystems, automated drills and other machines destined for work on Earth, Mars and beyond. We make next-generation applications a reality through creative, collaborative engineering that combines the best minds with innovative technology.

Since 1983, we have completed more than 300 advanced projects for NASA, the US Department of Defense, academia and industry. Every Martian rover since 2003, has relied on systems built by Honeybee Robotics. Our passion for the planet continues as we work on future systems for Mars, planetary moons and asteroids.

### **Human Resources Generalist Job Duties:**

- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; completing personnel transactions.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
- Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
- Manages client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Protects organization's value by keeping information confidential.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

### **Human Resources Generalist Skills and Qualifications:**

- Bachelor's Degree in human resources or related field
- HRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential preferred.
- People Skills, Resolving Conflict, Performance Management
- Training Management
- Maintaining Employee Files
- Employment Law
- Project Management
- Office Experience - General, Reporting Skills, Verbal Communication, Administrative Writing Skills