

Society for Human Resource Management (SHRM)

The Society for Human Resource Management is an equal opportunity employer (Minority/Female/Disabled/Veteran).

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to: accessibility@shrm.org or TDD (703) 548-6990.

US-VA-Alexandria
2018-1230

Category Knowledge Center

Overview

Do you want to share your experience and knowledge in Human Resources with other HR professionals? Do you have an appetite for learning and HR research?

The Knowledge Center may be the place for you!

Responsibilities

We are looking for an experienced and customer-service oriented Human Resources (HR) Professional to assist our members with their HR-related inquiries.

This role is not your traditional HR position and may be good for someone who likes HR topics and research but without the headaches of implementing HR programs in a corporate setting.

In this fast-paced, contact center environment, HR Knowledge Advisors draw on their own knowledge, experience and education to assist members, who are other HR professionals, like you. They conduct customized research and provide resources and practical guidance.

Advisors are given many opportunities to engage in professional development opportunities so they can:

- keep up with changes in federal and state laws and regulations and other current topics in HR. We want members to rely upon the Knowledge Center as the #1 source of current HR information.
- identify trends in member interests and in HR practices for planning and resource development purposes
- communicate with members via telephone, email and chat. During conferences, you may also have face-to-face interactions with our members.
- collaborate with other HR Knowledge Advisors by sharing knowledge/resources from specialty areas within HR

- create and update member resources such as HR Samples, How-To-Guides, Q&A's and Toolkits as needed.
- assist with special projects such as responding to media requests and writing articles for HR magazine

Qualifications

THESE ARE THE SKILLS YOU WILL NEED IN YOUR TOOLBOX:

We are looking for someone with a friendly, team-oriented personality to join our great group of Advisors. The ability to manage workload and prioritize are important so our members receive responses timely. We use multiple computer programs and require the individual to quickly learn and operate all systems efficiently. Training is provided. We like change and are always seeking new and better ways of helping our members and the organization, therefore flexibility and agility are a must.

THIS IS WHAT YOU MUST BRING TO THE TABLE:

A High School diploma or equivalent is required, Bachelor's degree in HR or a related field preferred. Given the nature of the work, we are looking for someone with a minimum of seven years of progressive experience in all areas of human resource management with practical, hands-on HR generalist experience or eleven years of progressive professional experience in lieu of a degree. Experience as a HR practitioner in different industries and environments (e.g., union, federal contracting) is helpful. The individual should have the SHRM-CP or SHRM-SCP designation. If not, it must be obtained within a year of employment. Don't worry though, we cover the cost of the exam and provide support including study materials and time to study for the exam.

THE HR KNOWLEDGE ADVISOR SCHEDULE WOULD BE M-F 9:30AM - 6:00PM ET or 10:30AM - 7:00PM ET IN THE ALEXANDRIA, VA OFFICE. THERE MAY BE AN OPPORTUNITY TO TELECOMMUTE AFTER A YEAR OF EMPLOYMENT AND SATISFACTORY PERFORMANCE.

HERE IS SOME ADDITIONAL INFORMATION YOU WILL NEED TO KNOW:

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to sit; talk and hear, use hands to type, file, handle or feel. The employee is frequently required to reach with hands and arms. Occasionally required to stand; walk and stoop, kneel, crouch, or crawl. Visual acuity to use a keyboard, prepare and analyze data and figures; transcribing, viewing a computer terminal; extensive reading.

May require ordinary ambulatory skills sufficient to visit other locations; or the ability to stand, walk, lift, carry and move light to medium weight. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and learn technical information.

Light lifting is required. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force to constantly move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is regularly performed in a professional office environment and routinely uses standard office equipment. This job requires occasional travel 0-10%.

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Apply Here: <http://www.Click2Apply.net/vkc8gjm2gqznhz6p>

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