

PEMCCO Logistics Services, LLC (PLS), is a leading Delivery Service Provider of Amazon packages in the Hampton Roads area. We are looking for an enthusiastic full-time **HR Generalist** to join our team in the Pembroke area of Virginia Beach and make a difference for team members, the company, and local community while growing professionally in exponential ways. Our goal is to provide and deliver exceptional internal and external customer service in all we do. To achieve this goal, we believe our core values of care, like, and respect provide PLS team members the foundation needed to earn and keep trust, exceed performance measures, focus on and deliver results, and have fun.

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Summary / Objective:

The Human Resource Generalist is responsible for completing a variety of tasks in support of the daily operations of the HR department, which will include researching, developing, and implementing effective recruitment and staffing strategies to attract a diverse pool of qualified and capable talent for the organization. In partnership with the HR team, the HR Generalist will provide support services to team members, which may include interviewing, hiring, and onboarding, administering pay, benefits, and leave, organizing training, and enforcing company policies and practices.

Essential Functions:

- Serves as subject matter expert for talent management and hiring.
- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Screens applications and selects qualified candidates.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders as needed/requested.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Supports Team Member Engagement Programs to significantly affect Team Member retention, productivity, and loyalty.
- Directs the onboarding process for successful hiring.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance; productivity, recognition, and morale; occupational health and safety; and training and development.
- Responsible for scheduling, preparing, monitoring, and mentoring new hires to ensure their successful completion of specialized training.
- Provides both generalized and specialized staff assistance in a wide range and combination of activities for the HR department.
- Responsible for the company's uniform process, as well as the dry-cleaning process, to include submitting applicable Purchase Request Forms.

- Maintain Company's social media sites, such as Facebook.
- Collaborates with and supports Operations managers as needed for training, engagement, disciplinary matters, and training.

Competencies

- Excellent verbal and written communication skills.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software
- Ethical Practice.
- Relationship Management.
- Global & Cultural Awareness.
- High attention to detail.

Required Education and Experience:

- High School Diploma or Equivalent.
- Three (3) years minimum human resources and recruiting experience.

Preferred Education and Experience:

- Bachelor's degree from an accredited college in Human Resources, or related field.
- At least five (5) years managing all phases of the recruitment and hiring process highly preferred.
- PHR, SPHR, SHRM-CP or SHRM-SCP preferred

Salary is commensurate with skills and experience.

PLS, LLC is an equal opportunity employer. The Company does not discriminate on the basis of actual or perceived race, creed, color, religion, age, sex, sexual orientation, gender, gender identity or expression, genetic information, national origin, political opinion, ancestry, citizenship status, age, protected disability or handicap (including pregnancy), marital or family status, uniform service, veteran status, arrest record, or any other characteristic protected by applicable federal, state, or local laws.