



Recruiter/ HR Assistant

MaGrann Associates is an innovative leader in energy efficiency engineering and green building consulting. We are headquartered in Mount Laurel, NJ with offices in Philadelphia, PA, New York, NY, Connecticut, Washington, DC and Columbus, Ohio, and with operations throughout the Mid-Atlantic region.

Primary Role:

The Human Resources Assistant performs administration duties of the day-to-day operations of the human resources function. The HR Assistant carries out responsibilities in some or all of the following functions areas: HRIS/record maintenance, recruiting/on-boarding, development and maintenance of job descriptions, training and development, benefits, compensation, communications.

Principle Duties:

- Responsible for recruiting and building pipelines of external talent who possess the relevant skills and experience to be potential candidates for future open positions.
- Participate in college career fairs.
- On-boarding process, including initial orientation and processing all appropriate documents.
- Coordination of the diversity mission for the company as the Diversity Coordinator
- Participates in benefit orientations and other benefit training as needed.
- Maintains HR filing system.
- Prepares and maintains reports that are necessary to carry out the functions of the HR Department.
- Conducts research on various HR related issues and completes various analysis
- Other duties as assigned

Supplemental Information:

- Full Time - non-exempt position
- Salary commensurate with experience
- Annual Performance and Merit Review
- Normal business hours – 9:00 AM – 5:00 PM with flexibility to accommodate company and event schedules as needed (ability to work temporarily remote during Covid)
- Based in Mount Laurel, NJ office

Knowledge, Skills, and Abilities:

- Minimum of Associates Degree in Business/HR; Bachelor's degree preferred
- 1-5 years relevant experience
- Knowledge of Business/HR Law; Recruiting/Staffing; Employee Relations; Organizational/ and Planning Skills

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- Competencies: Independent work/takes initiative, Communications (verbal and written), attention to details, teamwork, Strong Analytical Skills

All qualified candidates will be considered. If you have interest in this position, please send your resume and cover letter to careers@magrann.com.