

HUMAN RESOURCE GENERALIST

TechR2 is seeking a dedicated and experienced Human Resource Generalist to join our growing team. As HR Generalist, you will play a key role in supporting 40 employees and driving HR initiatives that align with our mission as a technology solutions provider

Key Responsibilities:

- Manage staff recruitment, onboarding, orientation and training processes while adhering to strict compliance requirements.
- Work closely with Compliance team and ensure company processes and procedures are adhered to
- Maintain employee records, process biweekly payroll, manage PTO and benefits
- Work directly with executive team on professional development initiatives and cost-effective enhancements. Advise on HR best practices and employee relations
- Manage and update Employee Company Policy Manual
- Identify, evaluate, and negotiate with external HR, payroll, and benefits providers to ensure the optimal solution for TechR2.

Qualifications:

- Proven experience in Human Resources
- Experience with Payroll companies such as PEO's, ADP and similar
- Strong understanding of compliance regulations
- Excellent communication and organizational skills
- Ability to handle confidential information with discretion

Why Join TechR2?

At TechR2, you'll be part of a team dedicated to innovation, client success, and continuous growth. We value collaboration, professional development, and empowering our people to make a real impact. As an HR Generalist, you'll support the full employee lifecycle—talent coordination, onboarding, benefits and HRIS administration, employee relations, and compliance. Your work will elevate employee experience while strengthening overall business performance.