



Human Resource Generalist

Tonalaw is looking for an experienced and passionate Human Resource Generalist with a minimum of 3 years of experience to join our team. Aggressive compensation package includes very competitive salary, health benefits, supplemental insurance, 401k with firm match, profit sharing and generous paid time off (including a paid firm-wide holiday closure between December 24 and January 1, every year).

The success of our firm is largely determined by our commitment to hire and develop the very best and highly skilled team members. This allows us to create a team that provides our clients with the highest quality of work and service. We are a firm driven by our core values: 1) Superior Lawyering 2) People First 3) Kind Candor 4) Innovation & Improvement 5) Mindset. Tonalaw is a constant evolution of growth and adaptation. If you want to be in an environment like that, we would love for you to apply and come interview us!

Duties and Responsibilities:

- Assist in talent acquisition and recruitment processes (Creating and posting job ads)
- Reviewing resumes, conducting preliminary interviews
- Performing background and reference checks
- Drafting and extending offer letters
- Conducting onboarding and help plan training and development
- Preparation and execution of staff reviews
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure and certifications
- Collaborates with departmental managers to understand skills and competencies required for openings
- 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 and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Handles employment-related inquiries from applicants, employees, and supervisors, handle complex and/or sensitive matters
- Attends and participates in employee disciplinary meetings, terminations, and investigations
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Performs other duties as assigned
- Payroll processing
- Liaison with outside employment counsel as needed

Qualifications:

- Bachelor's degree in Human Resources
- Three plus years of Human Resource Generalist experience
- Law firm experience a plus.



- Emotional Intelligence
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Ability to quickly learn the organizations human resource and talent management systems.

To apply please submit a cover letter with salary demand to ja@tonalaw.com.

Job Type: Full-time

Pay: \$65,000-85,000 per year

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Paid time off

Schedule: 8 hour shift (M-F 8am-5pm, 1 hour lunch)