Remote Full-Time Position- must be able to work from 8am-5pm EST.

Junior Human Resource Specialist: Performs a wide variety of military and civilian personnel activities. Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., administrative separation of a military service member from active duty. Responsibilities may include organizing, maintaining, and reviewing personnel records, entering and retrieving personnel information using computers, and preparing organizational charts, writing official correspondence, and preparing reports. Provides career guidance. Identifies and coordinates advocacy on behalf of a Soldier or their Family members in a particular subject area, (e.g., credit counseling-related negotiation). Provides information about personnel programs and procedures. Receives clients visiting or telephoning to determine type of assistance needed. Provides information requested or refer the client to appropriate military or community resource. Interacts with customers in compliance with professional and military customs and courtesies. Maintains resource database on all local military and community social services.

Qualifications: A “Junior” labor category requires personnel with up to 3 years of experience and, when a college degree is required, at least a BA or BS. Personnel at this level are responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions.

Mid Level: Requires personnel with 5-8 years of experience, college degree required.

\*\*All interested applicants should send their resumes and expression of interest to the POC below.\*\*

Meghan DiAndrea, SHRM-SCP| Director of Human Resources

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