

## **Position Title: Human Resources Generalist (Full-Time)**

**Location:** Columbia, SC; Onsite/Hybrid

**Research Planning, Inc. (RPI)** is seeking an experienced and motivated **Human Resources Generalist** to lead our HR operations within a growing small-to-medium-sized organization (approximately 50-100 employees). The ideal candidate will bring a strong foundation in HR best practices, hands-on experience across core HR functions, including compliance reporting, and the ability to operate both strategically and tactically in a dynamic environment.

This role requires a professional who is detail-oriented, collaborative, and capable of maintaining strict confidentiality. Experience supporting federal contracting environments is highly desirable.

---

### **Key Responsibilities:**

- Manage full-cycle recruiting, including job postings, candidate sourcing, interviewing, and onboarding
- Partner with hiring managers to identify staffing needs and workforce planning strategies
- Administer and maintain Human Resource Information Systems (HRIS), ensuring data accuracy and integrity
- Prepare and submit compliance reports (AAP, EEO-1, VETS-4212, state/federal reporting, etc.)
- Ensure compliance with federal, state, and local employment laws and regulations
- Support employee relations efforts, including policy interpretation and conflict resolution
- Assist with benefits administration, performance management processes, and employee engagement initiatives
- Maintain personnel records in accordance with regulatory and company requirements
- Contribute to HR policy development and process improvement initiatives

---

### **Required Qualifications:**

- Bachelor's degree (BA/BS) in Human Resources, Business Administration, or a related field preferred. An equivalent combination of relevant education, professional experience, and/or HR certifications will be considered in lieu of a degree.
- 5-10 years of progressive HR experience, preferably within small to medium-sized firms (50-100 employees)

- Demonstrated experience in full-cycle recruiting, HRIS administration, and compliance reporting
  - Strong working knowledge of federal, state, and local employment laws and HR best practices
  - Professional HR certification (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR) is highly desirable and may be considered in place of some educational requirements
  - Excellent organizational skills and attention to detail
  - Strong interpersonal, written, and verbal communication skills
  - Ability to manage competing priorities and exercise sound judgment
  - Ability to handle sensitive and confidential information with discretion
  - Must be legally authorized to work in the United States. All newly hired employees are required to be processed through E-Verify.
  - Government/Customer approval required for initial and continued employment
- 

#### **Preferred Qualifications:**

- Experience supporting federal contracting firms
  - Familiarity with government compliance requirements and reporting obligations
  - Experience using iSolved HRIS
  - Experience with iHire recruiting platform
  - Experience supporting firms involved in scientific, environmental, natural resource, or geospatial/mapping disciplines
- 

#### **Security Requirements:**

- Must be able to successfully pass a National Agency Check with Law and Credit (NACLC)
  - Must maintain NACLC eligibility throughout employment as required
- 

#### **Physical and Mental Requirements:**

The physical and mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation:

- Prolonged periods of sitting and working on a computer
- Frequent use of hands and fingers for typing and operating office equipment

- Ability to communicate effectively verbally and in writing
- Ability to occasionally lift and/or move up to 15 pounds
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Ability to maintain focus, exercise sound judgment, and handle confidential information with discretion

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

---

### **What We Offer:**

- Competitive salary commensurate with experience
    - Anticipated salary: \$60,000 - \$85,000 annual base salary
    - Eligible for discretionary bonus and profit sharing programs
  - Comprehensive benefits package
  - Professional development opportunities
  - Collaborative and supportive work environment
- 

### **Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities:**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

---

If you are a proactive HR professional who thrives in a hands-on environment and enjoys supporting a growing organization, we encourage you to apply.

**To Apply:** Please submit your resume and a brief cover letter outlining your qualifications and experience to [careers@researchplanning.com](mailto:careers@researchplanning.com), indicating 'Human Resources Generalist Position' and your name in the subject line. Leading applicants may be contacted for a phone, online, and/or in-person interview; professional references; degree transcripts/certifications; and writing or other work samples.

Do not phone, contact staff members, or appear in person to apply or seek information on this position. Please understand that due to the potential volume of interest, we may not be able to respond to all applicants.