Vaco is laser-focused on finding the perfect fit between individuals and companies. For that reason, we want A-players on our team that will thrive in our unique culture. Vaco’s environment is exceptional – it empowers the best and brightest with the freedom to use their talents. We want our team members to grow through the rest of their spirited careers and fulfill their professional and financial potential. Vaco members have the opportunity to achieve personal success while working on a team where everyone is proud to wear the jersey.

**Description:**
Performs Human Resources related duties at the professional level and may carry out responsibilities in some or all of the following functional areas including, but not limited to, leaves of absence, onboarding, affirmative action and employment programs.

**Duties and Responsibilities:**
- Administer leaves of absence including FMLA, workers compensation and short term disability
- Maintain and educating compliance with background checks and FCRA laws
- Coordinate with local office in handling unemployment claims
- Coordinate onboarding and training with local Office Managers
- Monitor policies, laws, standards and government regulations to maintain compliance
- Maintain job descriptions for compliance
- Assist with responding to agency or legal actions
- Build relationship with local Office Managers to ensure compliance and best practices for the organization.
- Monitor exit interview data, track trends

The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.
Desired Competencies and Skills:

- **Ensures Accountability:** holding self and others accountable to meet commitments
- **Employee Conflict:** handling situations effectively, with an open mind
- **Client Focus:** building strong client relationships with our Vaco offices
- **Instills Trust:** gaining the confidence and trust of others through honesty, integrity, and authenticity
- **Action Oriented:** taking on new opportunities and tough challenges with a sense of urgency, high energy, attention to detail and enthusiasm.
- **Communicates Effectively:** developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Decision Quality:** must be able to apply sound judgment beyond a specific set of instructions and apply knowledge to different factual situations

Technical Skills:

- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to learn the organizations HRIS system

Educational/ Experiential Requirements:

- Desired 2 years experience in Human Resources
- Bachelor’s degree required; preferred degree in Human Resources
- Desired PHR or SHRM-CP certification or completed within one year

Travel Requirements:
Less than 5% of work time traveling

Vaco is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race (including but not limited to traits historically associated with race such as hair texture and hair style), color, sex (includes pregnancy or related conditions), religion or creed, national origin, citizenship, age, disability, status as a veteran, union membership, ethnicity, gender, gender identity, gender expression, sexual orientation, marital status, political affiliation, or any other protected characteristics as required by federal, state or local law.