

**Position Title:** HR Generalist  
**Location:** Remote  
**Position Type:** Full-Time  
**Salary:** \$60,000 - \$65,000 annually

**About One Home Solution:**

One Home Solution is an app-enabled home maintenance and repair company. We leverage app technology to streamline property care services. As a startup committed to alleviating the challenges of homeownership, we embrace a high-growth mindset, and we are actively seeking individuals who resonate with our vision and share our passion for transforming home maintenance and repair. At One Home Solution, we prioritize the following core values: focus on the client, operate as a team, act with integrity, and pursue the details.

**Job Overview**

The HR Generalist will be responsible for overseeing the recruitment process, managing compliance with labor laws and regulations, and maintaining a safe working environment. This role requires a strong understanding of HR best practices, excellent organizational skills, and the ability to work effectively with employees at all levels of the organization.

**What You'll Do:**

**Recruitment:**

- Manage the full recruitment cycle, including job posting, candidate screening, interviewing, and selection.
- Develop and implement effective recruitment strategies to attract top talent.
- Collaborate with hiring managers to understand staffing needs and job requirements.
- Conduct background checks and reference checks for potential hires.
- Facilitate the onboarding process for new employees, ensuring a smooth transition into the organization

**Compliance:**

- Ensure compliance with federal, state, and local labor laws and regulations.
- Develop, implement, and update HR policies and procedures to ensure compliance.
- Conduct regular audits of HR practices and records to ensure compliance.
- Prepare and submit required reports and documentation to regulatory agencies.
- Provide guidance and support to management and employees on compliance-related issues.

**Health and Safety:**

- Develop, implement, and monitor health and safety programs and policies.
- Conduct regular workplace inspections and risk assessments to identify hazards.
- Coordinate and facilitate health and safety training for employees.
- Investigate and report on workplace accidents and incidents, ensuring corrective actions are taken.
- Maintain accurate records of health and safety incidents and compliance activities.
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**Additional Responsibilities:**

- Maintain accurate and up-to-date employee records in the HRIS.
- Assist with employee relations issues, including conflict resolution and disciplinary actions.
- Support other HR functions and projects as needed.

**What You'll Bring:**

**Required**

- Bachelor's degree in Human Resources, Business Administration, or equivalent work experience.
- Experience in an HR Generalist role, with a focus on compliance, health and safety, and recruitment.
- Strong knowledge of federal, state, and local labor laws and regulations.
- Experience developing and implementing health and safety programs.
- Proven track record of managing the full recruitment cycle.
- Excellent communication, organizational, and problem-solving skills.
- Ability to work effectively in a remote environment and handle multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite.

**Preferred**

- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP).

- Experience in the home maintenance industry.

**What We Offer:**

- Health insurance with dental and vision options
- Retirement savings plan
- Paid time off
- Quarterly Mental Health days (4 additional paid days off per year)
- Opportunities for advancement and professional development
- Employee Assistance Program
- Flexible remote working environment

**Equal Opportunity Employer:**

One Home Solution is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We believe that a diverse and inclusive workforce is key to our success and are dedicated to promoting a culture where all employees feel valued and respected.