



Assistant General Counsel/HR Consultant in Southern California

Innovative, established and fast growing Professional Employer Organization (PEO) seeks an Assistant General Counsel and Human Resources Consultant in Southern California.

RESPONSIBILITIES include:

- Primary HR interface to senior team and business Clients
- Coordinate with Clients and HR team to create and deliver comprehensive HR solutions to our Clients
- Ability to travel a must
- Develop and implement policies and procedures on employment issues
- Anticipate and mitigate potential legal problems as they pertain to employment matters
- Develop strategies to reduce potential areas of risk
- Assistance with oversight of litigation matters
- Research and analyze employment issues
- Conduct employment-related investigations as needed
- Significant Client interaction
- Ability to work from home
- NO billable hours

REQUIREMENTS:

- One to two years of Employment Litigation experience preferred
- Outstanding interpersonal and consulting skills
- Strong analytical, verbal and written communication skills
- Excellent problem-solving and organizational skills
- Strong computer skills in Microsoft Office products
- Ability to work effectively in a team environment and individually
- Admission to a State bar

EDUCATION

- JD degree from an accredited school of law

We offer a competitive salary and comprehensive benefits package.

Please forward your resume and salary requirements to: smcgurr@engagepeo.com