



Nodal Exchange is a derivatives exchange providing price, credit and liquidity risk management to participants in the North American commodity markets (energy, environmental, and trucking). Nodal Exchange is a leader in innovation, having introduced the world's largest set of electric power locational (nodal) futures contracts. All transactions on Nodal Exchange are cleared through its clearing house, Nodal Clear, using a portfolio margining approach that provides participants significant risk management and capital efficiency advantages.

Nodal seeks talented and motivated applicants for the following role in Tyson's Corner, VA (DC Metro area):

Human Resources Generalist

Position Responsibilities

This position will be very hands-on reporting to the Director of Human Resources, Treasury and Finance. Specifically s/he will be responsible for:

- Salary administration and recordkeeping, including multi-jurisdiction payroll
- Administer all benefit programs including health, dental, life, disability, 401K and paid time off
- Reporting and compliance
- Recruiting and assisting with immigration
- Employee relations, such as on boarding and off boarding
- Timesheet and time off administration
- Completing other duties as assigned

Preferred Professional Qualifications

- Bachelor degree in Human Resources or related field
- 2-4 years of diversified experience in Human Resources
- Proficient knowledge of ADP payroll system
- Thorough knowledge of laws affecting human resources administration including Virginia and Federal Law
- Strong communication and organizational skills
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external entities to maximize performance and creativity
- Strong problem solving and researching skills
- Self-motivated, having the ability to multi-task and work in a dynamic, fast-paced environment
- Proficient in Microsoft Office

Nodal Exchange is an equal employment opportunity/affirmative action employer and considers qualified applicants for employment without regard to race, gender, age, color, religion, national origin, marital status, disability, sexual orientation, or any other protected factor. Please send an email of interest with your resume to employment@nodalexchange.com.