

**ENERGY SYSTEMS, INC.**

A Teledyne Technologies Company

10707 Gilroy Road
Hunt Valley, Maryland 21031-1311, U.S.A.
Phone: 410.771.8600 FAX: 410.771.8620
www.teledyne.com

JOB OPENING

HUMAN RESOURCES GENERALIST - Job ID# H701

Company: Teledyne Energy Systems, Inc.
Location: Hunt Valley, Maryland
Status Type: Full Time
General Category: Professional
Department: Human Resources
Work Week: Monday – Friday

Education & Experience:

BS in Human Resource Management, Bus. Administration or equivalent degree. Minimum of 3 years HR exp. including experience/working knowledge of recruitment, in/out processing of employees, COBRA, Workers' Compensation, performance review and compensation administration, processing employment actions and benefits and maintaining HR records and demographics. Candidates should possess strong math, verbal and written skills, proficiency in HRIS and desktop software including use of formulas, functions and manipulation of data in MS Excel, be accurate, detail-oriented and self-motivated and have good knowledge of HR law. Good people skills with ability to interface with all levels of employees and management required. AAP experience and/or ability to design and write reports in MS Access a plus.

Work Description:

Perform various HR functions for engineering and manufacturing company of 150+ employees to include recruitment, interviewing, in and out processing of employees, orientation, benefits, compensation, workers' compensation and COBRA administration. Maintain HRIS, AAP and records systems.

For consideration send resume and salary history, noting position desired, to:

Teledyne Energy Systems, Inc.
Attn: Human Resources - Job # H701
10707 Gilroy Road
Hunt Valley, MD 21031
Fax: 410-771-8620
E-mail: resumes03@teledyne.com

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