

WORK VAPOR

Job Link: <https://workvapor.com/jobs/human-capital-assistant-remote-usa-federal-hr-processing-gap-solutions-inc/>

HIRING ORGANIZATION

Gap Solutions Inc

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

VA, Herndon, US

? Remote work from: US

DATE POSTED

? 02/13/2026

HUMAN CAPITAL ASSISTANT – REMOTE USA

DESCRIPTION

Company: Gap Solutions Inc

Position: Human Capital Assistant – Transaction Processing

Industry: Government Services | Human Resources | Federal Administration

Location: Remote – United States (Herndon, VA base)

Employment Type: Full Time

Contact Us:

Email: recruiting@gapsi.com

Key Responsibilities:

- Process personnel actions, SF-52 requests, onboarding and offboarding activities
- Input and verify onboarding documents in USA Staffing system
- Maintain eOPFs and ensure compliance with OPM and 5 CFR regulations
- Support Talent Acquisition and HR Specialists with documentation and tracking
- Respond to employee and applicant inquiries regarding HR processes

Skills & Qualifications:

- Minimum 2 years relevant full-time HR experience within last 5 years
- Working knowledge of USA Staffing onboarding modules and personnel coding
- Experience with EmpowHR, NFC, eOPF systems
- Strong written and verbal communication skills
- High school diploma or GED required

Preferred Skills:

- Experience computing service computation dates and federal service credits
- Familiarity with Microsoft Office Suite and HR dashboards
- Ability to coordinate pre-employment processes and reference checks

- Strong attention to detail with compliance-focused mindset

Additional Information:

- Fully Remote position supporting U.S. Government Publishing Office (GPO)
- May assist with new employee orientation and front desk support as needed
- Equal Opportunity Employer

How to Apply

Send your resume directly to recruiting@gapsi.com