

Human Resources Assistant

Job Location: US-NY-Hauppauge

Globecomm is a leading connectivity provider of video, voice, and data to the most remote locations on Earth — and under the most treacherous conditions. The company's comprehensive Satellite, Fiber, Cellular, and CDN infrastructure and services provide robust connectivity over Land, Sea, and Air with zero downtime for mission-critical RF and IP communications serving Government, Maritime, Media, Energy, Enterprise, Wireless, and IoT customers in over 100 countries.

Apply online at: <https://careers-globecomm.icims.com/jobs/1557/human-resources-assistant/job>

The **Human Resources Assistant** is responsible for supporting all HR staff members with the day-to-day administrative operations within the human resource functions and duties.

Responsibilities

- Coordinate recruitment effort for assigned positions including: posting jobs, sourcing and screening candidates, conducting and organizing the interview process, and preparing offer letters.
- Coordinate pre-hire process including preparing new hire paperwork and initiating background investigations and drug testing.
- Conduct new hire orientation including reviewing paperwork, benefits and processing in e-Verify.
- Create new hire, termination, and leave of absence packages.
- Maintain enrollments in benefit platforms for hires, terminations, and family status changes.
- Ensure all personnel files are organized, maintained, and compliant.
- File all personnel documents and any other department-related documents.
- Communicate basic information to employees on company's personnel policies, benefits, and procedures.
- Update and maintain monthly company-wide organizational charts.
- Create internal new hire announcements and post to Yammer.
- Coordinate and administer COBRA.
- Provide written and over-the-phone verifications of employment in compliance with Globecomm's policies; provide employee information for authorized persons and organizations, such as credit bureaus and finance companies.
- Ensure that all required Federal and State compliance posters are posted and up-to-date.
- Coordinate, verify, and/or implement all company programs including but not limited to, tuition reimbursement, gym membership, anniversary awards, and annual photo contest.
- Ensure HR portal is up-to-date and accurate.
- Make travel arrangements and prepare expense reports for SVP of HR.
- Assist with any administrative tasks or additional projects, as assigned.

Qualifications

- Bachelor's degree in Human Resources or other related field, plus 1 year of experience working in human resources; or high school diploma/GED with a business focus plus 3 years of experience working in human resources.
- Extremely proficient in Microsoft Office environment including Outlook (email/calendar), Word, Excel, PowerPoint, and SharePoint.
- High attention to detail and accurate proofreading capabilities.
- Ability to maintain a high level of confidentiality.
- Ability to effectively prioritize workload and effectively adapt to changing priorities.
- Ability to identify and resolve problems in a timely manner.
- Ability to work in a fast-paced environment.
- Strong written and verbal communication skills.
- Strong phone skills to effectively communicate with employees located in multiple locations.

Valued but not required skills and experience:

- Knowledge of employment laws and HR practices.
- Knowledge of HRIS systems; ADP, iCims preferred; Lynda.com; Halogen
- Knowledge of database management and record keeping.