

Human Resources Assistant

Hauppauge, NY



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. Along with world-class network system design and integration capabilities, Globecomm specializes in end-to-end hosted and managed services; broadcast and media infrastructure, virtualization, OTT, and IPTV solutions; cloud-based services for private network interactive training, distance learning, and corporate communications; and Satellite, Wireless, and Internet of Things/M2M solutions and services.

We currently seek a Human Resources Assistant to be responsible for supporting all HR staff members with the day-to-day administrative operations within the human resource functions and duties.

Responsibilities include:

- 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.
- 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.
- Update and maintain monthly company-wide organizational charts.
- 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.
- Create internal new hire announcements and post to Yammer.
- 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 work in a fast-paced environment.

- Strong written and verbal communication skills.
- Strong phone skills in order to effectively communicate with employees located in multiple locations.

Preferred:

- Knowledge of: employment laws and HR practices; database management and record keeping; HRIS systems (ADP preferred); iCims (applicant tracking system); Lynda.com (training platform).

Apply at

<http://www.globecomm.com/about-us/careers/>

JOB #2018-1557

Equal Opportunity Employer – Minorities / Women / Veterans / Individuals with Disabilities / Gender Identity / Sexual Orientation

If you are a disabled individual or disabled Veteran and require a reasonable accommodation in applying for any posted position, please contact us at (631) 231-9800 or hr@globecomm.com.