

HR ADMINISTRATOR

Kintetsu World Express (USA), Inc. seeks an Human Resource Professional to join our growing HR Team at our US Headquarters in Jericho, NY. We are an international freight forwarder/logistics company with 30 offices in the United States as well as in 46 countries around the world. We offer our employees ongoing training, competitive salaries and an outstanding benefit package.

RESPONSIBILITIES:

- Coordinate pre-employment process to include:
 - Ensure all pre-employment application forms are completed properly and returned in a timely manner.,
 - Arranging for background checks and drug screening.
- Manage employee leave programs
- Assist with the preparation of government and other required reports.
- Provide support to Staff and Management in employee relations matters.

QUALIFICATIONS:

- 2-4 years HR generalist experience
- PHR Certification
- Bachelors Degree in HR or other related field preferable.
- Broad knowledge of HR areas and current trends
- Able to successfully manage multiple priorities with a high degree of accuracy.
- Must have relationship building and partnering skills with a commitment to excellent customer service.
- Professional judgment and integrity in problem-solving that inspires confidence and trust.
- High proficiency in MS Office Suite (Excel, Word, Outlook).
- Working knowledge of ADP HRIS program.
- Strong attention to detail and organizational skills

Please submit resumes to: hrresume@kwe.com