On-Site Roles

1. **Labor, Employee Relations and Workforce Compliance Director**
   dnata (White Plains, NY)
   Apply Here

2. **Labor Relations Manager**
   SBM (Queens, NY)
   Apply Here

3. **Director of Employee Relations**
   Tandym Group (Inwood, NY)
   Apply Here

4. **Director of Human Resources**
   Hyatt Hotels Corporation (New York, NY)
   Apply Here

5. **Human Resources Specialist**
   TSA (Newark, NJ)
   Apply Here

6. **Employee Relations and Workforce Compliance Manager**
   Birch Family Services (New York, NY)
   Apply Here

7. **Global HR Summer Analyst - 2024**
   Bank of America (Charlotte, NJ or New York, NY)
   Apply Here

8. **Compensation Consultant**
   Elastic (Multiple Locations)
   Apply Here

9. **HRIS Coordinator**
   Community Options, Inc. (Princeton, NJ)
   Apply Here

10. **Labor Associate**
    Jackson Lewis (Berkeley Heights, NJ)
    Apply Here

11. **Analyst - Labor Contracts Analysis**
    NYC Mayor’s Office (New York, NY)
    Apply Here
Hybrid Roles

1. Learning & Development Coordinator
   Michael Kors (New York, NY)
   Apply Here

2. Human Resources Manager
   PSE&G (Edison, NJ)
   Apply Here

3. Assistant Counsel - Labor & Employment
   PSE&G (Newark, NJ)
   Apply Here

4. Human Resource Coordinator
   Easterseals (Monroe Township, NJ)
   Apply Here

On-Site Roles

1. Labor, Employee Relations and Workforce Compliance Director
   dnata

dnata is one of the world’s largest air services providers. Established in 1959, the company ensures the aviation industry operates smoothly and efficiently in 127 airports. Offering ground handling, cargo, travel, and flight catering services in 35 countries across six continents, dnata is a trusted partner for over 300 airline customers around the world. Each day, the company handles over 1,900 flights, moves over 8,500 tons of cargo, books over 16,000 hotel stays, and uplifts over 320,000 meals.

You Will

- Under the direction of the Vice President of Human Resources, the Labor, Employee Relations and Workforce Compliance Director will manage all employee and labor relations activities and compliance management for dnata US Inflight Catering, LLC (dnata). Job responsibilities include assisting in the negotiation of collective bargaining agreements, union and non-union grievances, internal and external investigations, DOL, EEOC, etc., investigations/inquiries,
agency and program compliance reviews, assessments, and other regulatory audits.

- This role requires effective interpersonal skills including, written, oral, listening, presentation, group facilitation, influencing, and negotiation. This person will have interpersonal contact and daily communication with Executives, Managers, Legal counsel, and outside stakeholders.

**Employee Relations**

In conjunction with the Vice President of Human Resources, this role will oversee and manage the administration of labor contracts, the interpretation of labor contracts to managers and employees, direct processes for review and resolution of employee grievances and investigations. Counsel managers and employees on sensitive labor and employee relations matters, including performance issues and disciplinary actions. Provide ongoing mentoring and coaching to senior and general managers, advise and assist managers in identifying issues and facilitate ongoing communication and working relationships with employee union organizations and their representatives. Maintains current knowledge of employee and labor relations trends, legal rulings, and statutory changes; conducts research when necessary to support contract negotiations and regulations/laws regarding employee-related matters. Oversee, conduct, and manage all investigations, including informal and formal grievances, draft investigation outcome reports, provide guidance to management on investigation outcomes and recommendations. Support department managers in the development of written performance management corrective action plans (verbal and written warnings); coach and assist in the delivery of plans and employee feedback. Lead for investigations and complaints from the Department of Labor (DOL), and other regulatory agencies. Provides information, advice, and assistance to HR department employees and staff regarding the application of statutes, regulations, contracts, and labor practices. Monitor ADA compliance, Worker’s Compensation, and EEO censuses for injuries, leaves, and other mandated compliance reporting. Coordinate processing of received requests for accommodation, termination appeals, EEO complaints, and settlement of such claims or requests with the Vice President of Human Resources. Promotes training and advice to management in preventing and addressing such claims. Performs other related duties as assigned.

**Compliance**

- Conduct training for newly hired employees on compliance/confidentiality and other Human Resources/Labor regulatory training items.
- Review and execute external document requests to 3rd-party entities (legal subpoenas, court orders).
- Track and respond to complaints.
- Maintain records of compliance activities.
- Communicate with government agencies.
- Prepare and file compliance reports.

You Have

- Preferred master’s degree in industrial Relations or JD, Minimum requirement of a Bachelor’s degree in Business, Industrial Relations, Human Resources, or other related discipline providing a broad understanding of general business and Human Resource Management practices, strong employment law knowledge and techniques is required.
- Minimum of Ten (10) years of professional-level Human Resources experience is required, including employee relations, collective bargaining experience and workplace compliance.
- Thorough knowledge of employee and labor relations principles and practices, collective bargaining, employment laws, and demonstrated skill in the practical application of employment laws.
- Ability to reconcile labor relations issues in the context of existing labor agreements, and desired future labor/employee relations matters for dnata.
- Demonstrated strong interpersonal skills, including written and oral communications, listening, presentation, group facilitation, influencing, and negotiations.
- Demonstrated skills in the effective use of mediation and conflict resolution techniques, practical application of employment law, and processes for influencing performance management.
- Demonstrated proficient skills with Microsoft office, spreadsheet applications, and databases to retrieve and analyze data and create reports.
- Effective project and time management skills, ability to manage multiple complex projects concurrently.
- Travel: Must be able travel as needed.
- Physical Requirements: Generally, minimal physical exertion is required. Occasional lifting of heavy boxes and presentation materials may occur.

DOE Compensation:$135,000 to $146,000
Diversity Matters

We believe that diversity and inclusion are fundamental to creating a strong workplace and community. At dnata, we’re proud that our workforce is as diverse as the customers we serve. And we’re committed to nurturing your talent with mentoring, volunteer and professional development opportunities. We welcome everyone. Our employee resource groups are one of the many ways we champion diversity and inclusion at dnata.

Apply for this job online

Email this job to a friend

Share on your newsfeed

dnata is an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

2. Labor Relations Manager
   SBM

Description
Position at SBM Management
SBM Management is looking to hire a Labor Relations Manager to join their team!

Responsibilities
- Develop and maintain positive working relationships with operations’ leadership, employees, and union leadership
- Provide employee relations support to managers and employees, regarding disciplinary actions, suspensions or terminations
- Supports investigations and documentation of employee issues or violation of company code of conduct, collective bargaining agreement or any company policy
- Serve as a resource for managers regarding contract interpretation and application of HR policies and programs
● Investigate and respond to questions and complaints from employees; conduct grievance and fact finding sessions
● Assist with arbitration hearing preparation.
● Managing grievance procedures
● Overseeing dispute resolution involving employees, management, unions
● Advising management on issues regarding union-management relations
● Advising the HR staff to ensure compliance with the union contract
● Consulting with members of the senior HR staff regarding personnel policies
● Developing and revising union contracts
● Leading labor management meetings
● Preparing paperwork related to labor relations assignments

Qualifications
● Undergraduate degree in HR, or related field of study.
● 5+ years Human Resources experience in increasingly responsible positions.
● 3+ years labor relations experience in a union environment.
● Problem solving with flexibility and sensitivity to both the needs of the individual and the business.
● Excellent communication (verbal/written) skills.
● Interpersonal skills to be able to relate well to all levels of the organization.
● Union, Bilingual English
● Spanish Labor relations managers must be skilled in understanding and explaining labor contracts, resolving disputes and negotiating wages and policies
● Labor relations managers develop proposals for rules regarding collective bargaining between labor unions and management, and they do their due diligence to make sure grievances are legitimate before bringing them to management’s attention.
● They also work on behalf of management to improve relations with union workers.

Compensation: $90,000 - $110,000 per year

3. Director of Employee Relations
   Tandym Group

A private services organization in New York City is currently seeking an experienced professional to join their growing staff as their new Director of Employee Relations.
Responsibilities:

The Director of Employee Relations will:

- Investigate and handle employee complaints and union grievances
- Manage and work with an Outside Counsel on labor and employment litigation
- Manage employee relations process, conducting thorough investigations to address/remedy employee issues and complaints
- Provide counsel to all levels of management on contract interpretation, implementation of policy, and guidance on issues
- Collect, analyze and interpret data that supports projects and strategic goals
- Track and triage all issues that come through the Human Resources Department
- Review employment related legal matters, including background check review, immigration process, and NYS commissioned guidelines
- Maintain established departmental policies and procedures, objectives, quality assurance program, safety, environmental, and infection control standards
- Perform other duties, as needed

Qualifications:

- 5+ years of Labor-related work experience
- Bachelor's Degree in Human Resources and/or a related field
- Knowledge of Legal and Contractual language
- Working knowledge in Joint Labor Management settings
- Great interpersonal skills
- Excellent communication skills (written and verbal)
- Strong attention to detail
- Highly organized
- Desired Skills:
  - Master's Degree
  - Certification in Human Resources
  - Previous experience in a Healthcare setting

4. Director of Human Resources
Hyatt Hotels Corporation

Summary
At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. As a member of the properties Executive Committee, the Director of Human Resources is a highly visible role with exposure to Senior and Corporate leadership. This person is responsible for aligning associate strategies with our operations strategies and service initiatives to meet the hotels business objectives. The Human Resources function prides
itself on excellence, service, integrity and accountability. This position reports to the hotel General Manager.

The Director of Human Resources is responsible for short and long term planning of the HR function. This means leading strategically and tactically in the areas of workforce planning, recruitment and staffing strategies, wage and salary administration, associate and labor relations, benefits, workforce training and development and local diversity initiatives.

Duties include:

- Develop HR strategies and administer HR policies and procedures
- Strong background in employment, employee relations, benefits, wage and salary, employee training, accident prevention, and government regulations and policies as they impact HR
- Support operational efforts through proper staffing and training of associates
- Conduct needs analysis, develop, implement, and monitor training programs and materials
- Instruct managers in developing alternatives/solutions to employee concerns, and in carrying out/operating within regulatory programs
- Successfully defend against unemployment claims, Workers' Compensation claims, etc.
- Conduct wage and salary surveys.
- Provides employee counseling as necessary.
- Plans and coordinates employee functions, suggestion program, etc.
- Take an active role in professional HR organizations.
- Work closely with Corporate HR function.
- Coach and counsel employees to reflect Hyatt service standards and procedures.
- Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

- Experience in New York City is preferred.
- Prior hotel experience with Collective Bargaining Agreement (CBA).
- 6 years or more of progressive Human Resource experience (typically with Hyatt).
- Service oriented style with professional presentations skills.
- Proven leadership skills.
- Must possess the following strengths: high energy, entrepreneurial spirit, motivational leader, proven track record in high volume concept, effective
communicator, effective in providing exceptional customer service and ability to improve the bottom line.

- Clear concise written and verbal communication skills in English.
- Must be proficient in Microsoft Word and Excel.
- Must have excellent organizational, interpersonal and administrative skills.

Salary Range: $129,000 - $165,000 Annually

5. Human Resources Specialist
   TSA

   Open & closing dates
   05/26/2023 to 09/30/2023

   Pay scale & grade
   SV F

   Appointment type
   Salary
   $39,665.00 to $107,010.00 PA

   Work schedule
   Location
   Multiple Locations

   Duties
   Summary
   Securing Travel, Protecting People - At the Transportation Security Administration, you will serve in a high-stakes environment to safeguard the American way of life. In cities across the country, you would secure airports, seaports, railroads, highways, and/or public transit systems, thus protecting America's transportation infrastructure and ensuring freedom of movement for people and commerce.

6. Employee Relations and Workforce Compliance Manager
   Birch Family Services

   Birch Family Services is a leading provider of education, employment, and community support services for individuals with autism and developmental disabilities and their families in New York City. Every year, the organization supports more than 2,000 people across 31 locations in Manhattan, Queens, Brooklyn, and the Bronx. From preschool to
graduation, employment, housing, and beyond, Birch Family Services provides fully integrated programs and services to support individuals in achieving their goals across their lifetime.

Position Objective:

Under the direction of the Director of Human Resources, the Employee Relations and Workforce Compliance Manager will manage all employee and labor relations activities and assist in compliance management for Birch Family Services. Job responsibilities include assisting in the negotiation of collective bargaining agreements, union and non-union grievances, internal and external investigations, Justice Center investigations/inquiries, agency and program compliance reviews, assessments, and other regulatory audits.

This role requires effective interpersonal skills including, written, oral, listening, presentation, group facilitation, influencing, and negotiation. This person will have interpersonal contact and daily communication with Executives, Managers, Legal counsel, and outside stakeholders.

Duties and Responsibilities:

Employee Relations

In conjunction with the Director of Human Resources, this role will oversee and manage the administration of labor contracts, the interpretation of labor contracts to managers and employees, direct processes for review and resolution of employee grievances and investigations. Counsel managers and employees on sensitive labor and employee relations matters, including performance issues and disciplinary actions. Provide ongoing mentoring and coaching to senior and program managers, advise and assist managers in identifying issues and facilitate ongoing communication and working relationships with employee union organizations and their representatives.
● Maintains current knowledge of employee and labor relations trends, legal rulings, and statutory changes; conducts research when necessary to support contract negotiations and regulations/laws regarding employee-related matters.
● Oversee, conduct, and manage all investigations, including informal and formal grievances, draft investigation outcome reports, provide guidance to management on investigation outcomes and recommendations.
● Support department and program managers in the development of written performance management corrective action plans (verbal and written warnings); coach and assist in the delivery of plans and employee feedback.
● Lead for investigations and complaints from the Department of Labor (DOL), Justice center (JD), and other regulatory agencies.
● Provides information, advice, and assistance to HR department employees and staff regarding the application of statutes, regulations, contracts, and labor practices.
● Monitor ADA compliance, Worker’s Compensation, and EEO censuses for injuries, leaves, and other mandated compliance reporting.
● Coordinate processing of received requests for accommodation, termination appeals, EEO complaints, and settlement of such claims or requests with the Director of Human Resources. Promotes training and advice to management in preventing and addressing such claims.
● Performs other related duties as assigned.

Compliance

● Conduct bi-weekly (NSO/Foundations) training for newly hired employees on compliance/confidentiality and other Human Resources/Labor regulatory training items.
● Review and execute external document requests to 3rd-party entities (legal subpoenas, court orders).
● Assist with school visits and reviews for agency and employment compliance (completed quarterly).
● Gather and review documents for program compliance reviews.
● Attend Compliance and IRC meetings.
Minimum Job Requirements:

Educational:

Bachelor’s degree in Business, Industrial Relations, Human Resources, Public Administration, or other related discipline providing a broad understanding of general business and Human Resource Management practices and techniques is required.

Experience:

Five (5) to ten (10) years of professional-level Human Resources experience are required, including employee relations and collective bargaining experience.

Thorough knowledge of employee and labor relations principles and practices, collective bargaining, employment laws, and demonstrated skill in the practical application of employment laws. Ability to reconcile labor relations issues in the context of existing labor agreements, and desired future labor/employee relations matters for Birch Family Services.

Skills:

- Demonstrated strong interpersonal skills, including written and oral communications, listening, presentation, group facilitation, influencing, and negotiations.
- Demonstrated skills in the effective use of mediation and conflict resolution techniques, practical application of employment law, and processes for influencing performance management.
- Use of computerized systems for word processing, spreadsheet applications, and databases to retrieve and analyze data and create reports.
- Effective project and time management skills, ability to manage multiple complex projects concurrently.
Physical Requirements:

Generally, minimal physical exertion is required. Occasional lifting of heavy boxes and presentation materials may occur.

EEO Statement

Birch Family Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements. Birch Family Services complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Birch Family Services expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, identity or expression, national origin, age, genetic information, disability, or veteran status.

Additional Statements:

Per New York State Law, Birch Family Services will NOT seek any past salary history from any applicant or job candidate. Birch Family Services holds the right to inquire about an applicant or job candidate salary expectations for any Birch Family Services advertised job, position, and/or role.
The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the agency at the sole discretion of management.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the company.

7. **Global HR Summer Analyst - 2024**  
Bank of America

Global Human Resources Summer2024 Analyst

What would you like the power to do?

At Bank of America, we value being a Great Place to Work. We recognize that talented, engaged and satisfied employees are the foundation to help make the financial lives of our customers and clients better.

Bank of America provides a diverse range of banking and nonbanking financial services and products domestically and internationally in more than 35 countries

Global Human Resources Summer Analyst Program Overview

Global Human Resources (GHR)drives the company’s efforts to be a great place to work for all employees through a focus on recognizing and rewarding performance, creating opportunities for employees to develop and grow, being an inclusive workplace for our teammates around the world, and supporting employees’ financial, physical, and emotional wellness.

Our culture of accountability and compliance requires that all employees comply with relevant laws, regulations, ethical standards, and internal policies and procedures. As a
Summer Analyst, you will be offered a curriculum to build a strong platform to launch your career.

Intern Program Overview

The Global Human Resources Summer Analyst Program is a 10-week summer internship that will introduce you to Bank of America and the GHR group. Our goal for summer interns is to have the opportunity to build upon their academic foundation specifically technical skills, industry knowledge and familiarity with a corporate environment while pursuing their career based on their interests and background.

Your training and development is our top priority with extensive formal training offered at the start of the program in addition to on-the-job support, events, and mentorship throughout. These opportunities include but are not limited to:

- Bank provided trainings focused on Mechanics of the Bank, Data Literacy, Executive Ready Presentations and more
- Intern Mentorship Program
- Enterprise Executive Speaker Series
- Diversity & Inclusion Employee Networks LEAD for Women, Black Professional Group, LGBT+ Pride, and more
- Continuous Educational Speakers and Events
- Networking Events
- Community Service Opportunities
- A Day in the Life

GHR internships last 10 weeks and align our human capital strategy to the business strategy, enabling the company to connect with customers and clients by attracting, developing and retaining a world-class workforce to drive growth at Bank of America. As a Summer Analyst, you will be placed on one team where your primary responsibilities may include but are not limited to:

Support line of business and Global Human Resources initiatives that make the bank a great place for people to work by creating an environment where all employees have the opportunity to achieve their goals
Connect with senior HR leaders to better understand how HR drives critical business decisions and serves as a strategic partner throughout the bank
Directly contribute to business advisory, operations, HR processes, and special projects
GHR Opportunities

The GHR Program assigns interns to teams across the line of business. Internship opportunities include positions supporting various business groups, such as the below:

Enterprise Compensation Analyst, Diversity & Inclusion Analyst, Project Analyst, Employee Relations Analyst, Talent Acquisition Analyst, and Academy Program Design Analyst

*Intern team assignments are developed based on business need and aligned to skillset and therefore cannot be guaranteed.

Qualifications

- Candidates are required to be pursuing an undergraduate degree from an accredited college or university. Eligible candidates must have a graduation date between December 2024 and June 2025
- Common areas of study included but are not limited to: Business, Industrial or Organizational Psychology, Human Resources Management, Industrial and Labor Relations, Organizational Development, Economics or other related degree
- 3.0 minimum GPA preferred
- Candidates should possess a high level of intellectual curiosity, a drive for operational excellence and a commitment to achieving sustainable results.
- Additionally, students should hold strong academic and technical skills in Microsoft Office as well as show proficiencies in leadership, teamwork, problem solving and analytical skills, verbal and written communication and professionalism.
- Bank of America is unable to consider candidates that will require visa sponsorship now, or in the future, for this specific role.
- Bank of America does not complete third party forms from colleges, universities, or other parties.

- To ensure you receive all application updates from our team, we encourage you to add the domain '@bankcampuscareers.tal.net' to your approved emails.

8. Compensation Consultant
   Elastic
Elastic is a free and open search company that powers enterprise search, observability, and security solutions built on one technology stack that can be deployed anywhere. From finding documents to monitoring infrastructure to hunting for threats, Elastic makes data usable in real-time and at scale. Thousands of organizations worldwide, including Barclays, Cisco, eBay, Fairfax, ING, Goldman Sachs, Microsoft, The Mayo Clinic, NASA, The New York Times, Wikipedia, and Verizon, use Elastic to power mission-critical systems. Founded in 2012, Elastic is a distributed company with Elasticians around the globe. Learn more at elastic.co.

We’re looking for an experienced Senior Compensation Consultant to help drive our compensation philosophy and programs in support of our overall people strategies.

What You Will Be doing:
Consult and Partner with our Field Operations and Customer Success Group (CSG) functional and HR leaders for all aspects of compensation programs and processes. Consistently and effectively communicate and evangelize Elastic’s Compensation and Total Rewards Strategy with the client groups.
Lead your business groups through our compensation cycles (equity and merit) and ensure compensation decisions are aligned to our philosophy of pay-for-performance while ensuring fair pay.
Ensure all job families and job profiles for your client groups are appropriately structured, including appropriate FLSA classifications.
Serve as a thought partner for the Sales Strategy & Sales Operations teams on market leading practices for Sales specific topics like plan metrics, draws, industry emerging and leading practices on Sales Compensation plan design, SPIFFs (short-term focused sales incentive plans), etc.
Partner with and educate Recruiters, HR Operations and allied business and HR teams on all compensation matters.
Conduct deep research and analysis on compensation for client groups such as employee offer analysis, cost / benefit impact analysis, and compensation data validations/audits.
Conduct research specific to variable compensation plans, including staying current on pay mix trends as well as variable compensation plan designs and how to use quota and attainment data to deliver compensation insight to our HR business partners and leaders.
Develop compensation communication materials, training / education, process mapping, and change management of compensation programs.

What You Bring Along:
Bachelor's Degree with strong related experience
Experience of working in a global organization.
The ability to thrive in ambiguity and devote a diversified global view to all you do!
Prior experience partnering with the Sales organization and working with sales compensation plans
Strategic, critical thinker who isn’t afraid to get into the weeds; Proficiency with data analysis, modeling and insights and ability to influence the senior management with required ‘story’
A proficiency in optimizing processes and programs with a keen understanding of the balance between structure and flexibility
High degree of integrity and honesty; ability to exercise confidentiality and neutrality in complex and sensitive situations.

Compensation for this role is in the form of base salary. This role does not have a variable compensation component.

The typical starting salary range for new hires in this role is listed below. In select locations (including Seattle WA, Los Angeles CA, the San Francisco Bay Area CA, and the New York City Metro Area), an alternate range may apply as specified below.

These ranges represent the lowest to highest salary we reasonably and in good faith believe we would pay for this role at the time of this posting. We may ultimately pay more or less than the posted range, and the ranges may be modified in the future.

An employee’s position within the salary range will be based on several factors including, but not limited to, relevant education, qualifications, certifications, experience, skills, geographic location, performance, and business or organizational needs.

Elastic believes that employees should have the opportunity to share in the value that we create together for our shareholders. Therefore, in addition to cash compensation, this role is currently eligible to participate in Elastic's stock program. Our total rewards package also includes a company-matched 401k with dollar-for-dollar matching up to 6% of eligible earnings, along with a range of other benefits offered with a holistic emphasis on employee well-being.

The typical starting salary range for this role is:
$128,200—$202,860 USD
The typical starting salary range for this role in the select locations listed above is:
$153,800—$243,340 USD

Additional Information - We Take Care of Our People
As a distributed company, diversity drives our identity. Whether you’re looking to launch a new career or grow an existing one, Elastic is the type of company where you can balance great work with great life. Your age is only a number. It doesn't matter if you’re just out of college or your children are; we need you for what you can do.
We strive to have parity of benefits across regions and while regulations differ from place to place, we believe taking care of our people is the right thing to do.

Competitive pay based on the work you do here and not your previous salary
Health coverage for you and your family in many locations
Ability to craft your calendar with flexible locations and schedules for many roles
Generous number of vacation days each year
Double your charitable giving - We match up to $1500 (or local currency equivalent)
Up to 40 hours each year to use toward volunteer projects you love
Embracing parenthood with minimum of 16 weeks of parental leave

Different people approach problems differently. We need that. Elastic is an equal opportunity/affirmative action employer committed to diversity, equity, and inclusion. Qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, sex, pregnancy, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, disability status, or any other basis protected by federal, state or local law, ordinance or regulation.

We welcome individuals with disabilities and strive to create an accessible and inclusive experience for all individuals. To request an accommodation during the application or the recruiting process, please email candidate_accessibility@elastic.co We will reply to your request within 24 business hours of submission.

Applicants have rights under Federal Employment Laws, view posters linked below: Family and Medical Leave Act (FMLA) Poster; Pay Transparency Nondiscrimination Provision Poster; Employee Polygraph Protection Act (EPPA) Poster and Know Your Rights (Poster)

Please see here for our Privacy Statement.

9. HRIS Coordinator
Community Options, Inc.

Community Options, Inc. is a national non-profit agency providing services to individuals with disabilities in 11 states. We are looking for an experienced HRIS Coordinator to work in our Princeton, NJ office!

The HRIS Coordinator provides analytical and technical support to the Human Resources Department in pursuit of HRIS initiatives and other HRIS-related responsibilities. This includes, but is not limited to: Maintaining quality and consistency of HRIS database information; ensuring personnel files are in compliance with current Human Resources policies and guidelines; providing HRIS technical support to Human Resources and other departments; serving as liaison among HRIS, Benefits, Human
Resources, Recruitment, Payroll, Fiscal and Ultimate Software Configuration areas. As part of the Human Resources team, this position also provides general Human Resources support as needed.

This is an office based opportunity!

Responsibilities for HRIS Coordinator

- Administering HRIS processes for assigned states, ensuring timely and accurate data entry with processing new hires, rehires, transfers, promotions, personnel files, and various data changes to ensure compliance.
- Production Support - Including, but not limited to, data entry, workflow management, mass uploads, pay increases, bonuses, and auditing employee level data
- First level of contact for trouble shooting and system inquiries from regional users/employees providing assistance in resolving system problems and unexpected results
- Serves as the primary respondent to the payroll department's request for data related information and/or assistance
- Provides support for systems data audits and communicates required changes to HR, Payroll and other departments as needed
- Process various types of HR data transactions
- Support the review, testing and implementation of new processes and systems
- Develop and update training documentation of system processes and procedures as needed
- Provide and analyze monthly and ad-hoc reporting as required
- Partner with HR team and provide HRIS support as needed
- Escalate HRIS processing and integration issues to HRIS team for specialized resolution and quality assurance

Qualifications for HRIS Coordinator

- Bachelor's and/or Associate Degree in Human Resources, or a related discipline is required
- Experience within a global organization and ability to interact with various departments and levels of management a plus
- Adheres to strict confidentiality requirements and protection of sensitive HR data
- Ability to investigate and research questions and problems and clearly communicate the reason and solution
- Must be very detail oriented, highly organized, and responsive
- Must be able to take initiative and work well both independently and in a team
- 3 yrs of HR experience with at least 3 yrs experience using HRIS applications, preferably 1+ years with UltiPro

Why Community Options?
● Competitive Insurance Benefits (Medical, Dental, Vision)
● Paid Holidays—Including a Birthday Holiday
● Generous PTO
● Employee Incentive & Discount Programs
● 403b Retirement Plan
● Incredible career growth opportunities

Please Visit Our Website to Complete an Online Application! www.comop.org/careers

Community Options is an Equal Opportunity Employer M/F/D/V

#IND-NA

Job Type: Full-time

Benefits:

● 401(k)
● Dental insurance
● Employee assistance program
● Employee discount
● Flexible spending account
● Health insurance
● Health savings account
● Paid time off
● Professional development assistance
● Referral program
● Tuition reimbursement
● Vision insurance

Schedule:

8 hour shift
Day shift
Monday to Friday

Education:

Associate (Required)

Experience:

Microsoft Excel: 3 years (Required)
HRIS: 3 years (Required)
UltiPro/UKG: 3 years (Required)
06.08.2023 LISTSERV

Work Location: In person

Start your job application: click Easy Apply

10. Labor Associate
    Jackson Lewis

Focused on labor and employment law since 1958, Jackson Lewis P.C.'s 950+ attorneys located in major cities nationwide consistently identify and respond to new ways workplace law intersects business. We help employers develop proactive strategies, strong policies and business-oriented solutions to cultivate high-functioning workforces that are engaged, stable and diverse, and share our clients' goals to emphasize inclusivity and respect for the contribution of every employee.

The Firm is ranked in the First Tier nationally in the category of Labor and Employment Litigation, as well as in both Employment Law and Labor Law on behalf of Management, in the U.S. News - Best Lawyers® “Best Law Firms”.

This position is located in our Berkley Heights, NJ location.

Duties and Responsibilities:

- The position is primarily a traditional labor position representing employers but will also include advice and counsel work with employers regarding federal and New Jersey workplace laws and other assignments, including employment litigation, as needed. From time to time, the position may also involve due diligence of employer operations for workplace law issues in conjunction with acquisitions/mergers.
- All facets of Traditional Labor Relations, including:
- Handling unfair labor practice charges at the National Labor Relations Board (“NLRB”)
- Researching and writing.
- Representing management in NLRB elections.
- Providing legal advice to employers regarding union organizing, corporate campaigns, card check and neutrality agreements.
- Negotiating and/or providing legal advice regarding collective bargaining agreements.
- Handling grievance, arbitration and unfair labor practice proceedings.
- Obtaining mass picketing injunctions.
- Advising employers on federal and New Jersey wage and hour issues, leave management, disability accommodating issues and other workplace issues.
- Reviewing handbooks, policies and forms for compliance with federal and state law.
- Reviewing compensation, commission and bonus plans.
- Conducting management training regarding labor relations, federal and New Jersey workplace issues and, harassment, discrimination and retaliation; and
- Other duties and responsibilities as reasonably assigned.

Skills and Educational Requirements:

- JD from accredited law school
- Minimum two years’ experience in litigation or advice work as an attorney
- Traditional labor experience preferred
- NJ Bar Admission
- Understanding of current agency (state and federal) enforcement techniques preferred
- Excellent attention to detail
- Strong organizational and project management skills
- Excellent written and oral communication skills
- Bilingual, English and Spanish, is preferred but not required
- May include regular business travel
- Jackson Lewis understands that embracing our differences makes us a stronger, better firm. We appreciate the importance of having a workforce that reflects the various communities in which we work, and we strive to create an inclusive environment where diverse employees want to work and where they can flourish professionally. In furtherance of our culture, all qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other characteristics protected by law.

11. Analyst - Labor Contracts Analysis
NYC Mayor’s Office

Job Description
DIVISION: Workforce, Office of Budget Review, Info Systems, and Technology Management

TASK FORCE: Labor Contracts Analysis

JOB TITLE: Two (2) Assistant Analysts / Analysts / Senior Analysts

CONTROL CODE: LMP-23-02

SUMMARY:
The Mayor’s Office of Management and Budget (OMB) is the City government’s chief financial agency. OMB’s staff of analysts and experts assembles and oversees the Mayor’s expense and capital budgets, which fund the services and activities of approximately 90 City agencies and entities.

The Labor Contract Analysis Task Force gathers research and analyzes data for use by City labor negotiators. It acts as a member of the City's bargaining team, performs budgetary analysis of all issues concerning employment costs, and works on citywide personnel issues. In addition, this task force monitors State and Federal legislation.

JOB DESCRIPTION:

The duties of this position encompass the following activities:

- Attend collective bargaining negotiations and articulate agency stance on key issues.
- Become familiar with various costing principles, methodologies, and models as utilized in labor negotiations and be able to apply key concepts across different groups.
- Understand NYS Labor Law Section 220 and its application to relevant City workforce.
- Review draft collective bargaining agreements and relevant legal briefs for accuracy.
- Work with oversight agencies on applicable classification and compensation matters.
- Assist in the maintenance of all aspects of the Labor Reserve.
- Prepare and summarize analytical findings or reports with minimal supervision.
- Run ad-hoc reports and work on special projects as needed.

Minimum Qual Requirements
1. A baccalaureate degree from an accredited college.

Preferred Skills

QUALIFICATIONS:

- Strong analytical and quantitative skills and demonstrated attention to detail.
- Ability to use advanced Excel formulas and to analyze large data sets.
- Ability to effectively format spreadsheets for presentation and review.
- Effective written, verbal, and interpersonal communication skills.
- Self-starter able to generate and complete projects on time and under limited supervision.
- Must be able to work late nights and weekends as needed.

Additional Information

REQUIREMENTS:
Assistant Analyst ($51,550+): Bachelor's degree in Business, Finance, Economics, Public Policy Analysis/Administration, or a subject related to the specific assignment with no or one year of full-time experience in budgetary planning/management, financial analysis, public policy analysis/administration or a related field.

Analyst ($65,604+): Bachelor's degree in Business, Finance, Economics, Public Policy Analysis/Administration, or a subject related to the specific assignment and a minimum of two years of budgetary planning/management, financial analysis, public policy analysis/administration, or a related field; or an awarded Master's degree in Financial Management, Business, Public Administration or a field related to the specific assignment.

Senior Analyst ($73,806): Bachelor's degree in Business, Finance, Economics, Public Policy Analysis/Administration, or a subject related to the specific assignment and a minimum of three years of full-time experience in budgetary planning/management, economic development, financial analysis, public policy analysis/administration, or a related field; or an awarded Master's degree in Business, Public Policy Administration, Finance, Economics, or related field, and at least one year of relevant experience.

To Apply
For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID # indicated above.

For all other applicants, please go to www.nyc.gov/careers and search for the Job ID # indicated above.

THE OFFICE OF MANAGEMENT AND BUDGET AND THE CITY OF NEW YORK ARE INCLUSIVE EQUAL OPPORTUNITY EMPLOYERS COMMITTED TO RECRUITING AND RETAINING A DIVERSE WORKFORCE AND PROVIDING A WORK ENVIRONMENT THAT IS FREE FROM DISCRIMINATION AND HARASSMENT BASED UPON ANY LEGALLY PROTECTED STATUS OR PROTECTED CHARACTERISTIC, INCLUDING BUT NOT LIMITED TO AN INDIVIDUAL'S SEX, RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY, SEXUAL ORIENTATION, VETERAN STATUS, GENDER IDENTITY, OR PREGNANCY.

You must be a City resident within 90 days of the date of appointment and you must be legally eligible to work in the United States.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW; ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

This is a full time in-person position at OMB’s offices at 255 Greenwich Street
Work Location
Residency Requirement
New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Hybrid Roles

1. **Learning & Development Coordinator**
   - Michael Kors

   Title: Learning & Development Coordinator

   Department: Capri Global Learning & Development / Human Resources

   Location: New York, NY

   Reports to: Director, Learning & Development

   **Who You Are:**

   You are energetic, collaborative, have strong communication skills and are results-driven. You thrive in a rapidly changing environment, are curious and have experience driving employee engagement through clear communication and innovative, science-based, learning experiences.

   **What You'll Do:**

   - You will be responsible for supporting the creation, planning and delivery of engaging training programs and tools that support an employee’s experience, from new hire onboarding to career development programs.
   - Partner closely with the Capri Learning and Development Team along with the Michael Kors Retail team to continue to build training programs to drive engagement and support the career growth of our corporate and retail populations within the Capri Holdings’ group (Jimmy Choo, Versace, Michael Kors), with a primary focus on the Michael Kors brand.
● Develop new ways of training employees, virtually, in person and on-demand, through a new Learning Experience Platform.
● Seek new methods and innovative, science-based solutions to improve existing training content and learner retention.
● Support the department in measuring the outcomes, effectiveness and return on investment of learning initiatives.
● Manage the maintenance of team project plans, calendars, and internal distribution lists.
● Assist with Ad Hoc training projects and research for the department, as needed.

You’ll Need to Have:

Bachelor’s Degree
● 1-2 years of relevant learning and development experience.
● Written and verbal communication and presentation skills.
● Proficiency with Microsoft Office and Adobe applications

We’d Love to See:

● Proficiency with Adobe InDesign preferred.
● Ability to multi-task and meet deadlines.

Capri Perks:

● Generous Holiday Schedule and Vacation Days
● Summer Fridays
● Internal mobility across Capri Brands (Michael Kors, Jimmy Choo, Versace)
● Michael Kors and Jimmy Choo Discount
● Exclusive Employee Sales
● Fav 5 Cards (MK Discount for friends and family)
● 401k Match
● Paid Parental Leave
● Thrive Wellness Program (seasonal in-office massages and more!)
● Commuter Benefits
● Gym Discounts

In compliance with certain Pay Transparency laws, employers are required to disclose a salary range. The salary for this position will vary based on role requirements, skill set and years of experience.

At Capri, we are all responsible for creating a diverse and inclusive workplace. We try to inspire change and growth within each other and believe success is a result that comes from our differences. Capri is proud to be an equal opportunity employer committed to inclusivity regardless of age, sex, sexual orientation, gender identity, genetic characteristics, race, color,
creed, religion, ethnicity, national origin, alienage, citizenship, disability, marital status, military status, pregnancy, or any other legally-recognized protected basis prohibited by applicable law.

M/D/F/V

2. Human Resources Manager
   PSE&G

   Open to W2 candidates only! Must be a U.S. Citizen (or Green Card Holder).

Qualifications

- Bachelor's degree in education, instructional design, or a related field. In addition:
- Professional training experience in a large HR corporate setting
- Training certifications are preferred
- Experience working in a Learning Management System (Success Factors is a plus)
- Demonstrated knowledge and utilization of adult learning methodology
- Experience developing customized training sessions and learning tools
- Experience facilitating training programs for a variety of employee levels
- Excellent presentation and communication skills
- Strong internal and external customer service skills
- Ability to manage multiple projects
- Proficient with Microsoft Office Suite, Internet, and Outlook

We're seeking to hire a Human Resources Training Specialist in Edison, NJ. This person will be responsible to provide HR Training and Professional Development support within a large utilities organization in New Jersey. Activities will include but not limited to assisting in the training needs of corporate staff, onboarding of new hires, identify training solutions for the given need, determining whether internal or external resources will be leveraged. May assist in developing business case for solutions. Also

- Assist in the design and development of customized training programs for corporate staff (i.e., new hire training, leadership development, employee development, financial training, succession planning, etc.) based on support and enhancement of business strategy and needs assessment results
- Facilitate customized training programs as designed; work closely with training vendors to implement outsourced training programs
- Work closely with training vendors to clearly communicate needs, goals and objectives of training program, and manage vendor deliverables
- Provide support to company personnel in designing, developing and implementing training strategies; May include (co-)facilitating plant training sessions
● Develop, revise and maintain a system/process for tracking corporate staff participation in training programs
● Organize all logistics for training, including facilities, food, materials, training tools, and serve as the liaison to vendors when necessary to schedule and deliver training

Work shift is either 7-3pm or 8-4pm; expectation is to work onsite in Edison NJ at least 2 days per week.

Responsibilities:

● Assist in the training needs assessments for corporate staff
● Support plant needs assessments as necessary
● Identify training solutions for given need, determining whether internal or external resources will be leveraged. May assist in developing business case for solution
● Assist in the design and development of customized training programs for corporate staff (i.e., new hire training, leadership development, employee development, financial training, succession planning, etc.) based on support and enhancement of business strategy and needs assessment results
● Facilitate customized training programs as designed; work closely with training vendors to implement outsourced training programs
● Work closely with training vendors to clearly communicate needs, goals and objectives of training program, and manage vendor deliverables
● Provide support to company personnel in designing, developing and implementing training strategies; May include (co-)facilitating plant training sessions
● Develop, revise and maintain a system/process for tracking corporate staff participation in training programs
● Organize all logistics for training, including facilities, food, materials, training tools, and serve as the liaison to vendors when necessary to schedule and deliver training

Requirements:

● Bachelor’s degree in human resources development, organization development, or human resources, and 1-3 years of professional training experience
● Training certifications are preferred
● Demonstrated knowledge and utilization of adult learning methodology
● Experience developing customized training sessions and learning tools
● Experience facilitating training programs for a variety of employee levels
● Excellent presentation and communication skills
● Strong internal and external customer service skills
● Ability to manage multiple projects
06.08.2023 LISTSERV

- Proficient with Microsoft Office Suite, Internet, and Outlook
- Location: Hybrid - Edison Training Center (234 Pierson Ave, Edison, NJ) & remote

- Skilled in computer applications – Microsoft Office Suite proficiency
- Strong with oral and written communications
- Experience with creating assessments would be a bonus
- Experience working in a Learning Management System (Success Factors is a plus)
- Interacting with various subject matter experts (3 instructors providing support)
- 7-3pm or 8-4pm
- Expectation to go into Edison Training Center 2-3 days a week
- Utility operations experience would be helpful
- Capture knowledge & training information from FTE's who are exiting the company and transfer to PowerPoints, documents, etc.
- Extracting data for trainings (they would not be doing the trainings themselves), majority of work will be building the training materials
- 30% data gathering, 70% instructional design
- Bachelor’s Degree in education, instructional design, or related field

Job Type: Contract

Salary: $60.00 - $67.00 per hour

Benefits:

Paid time off
Schedule:

Monday to Friday
Ability to commute/relocate:

Edison, NJ 08837: Reliably commute or planning to relocate before starting work (Required)
Application Question(s):

eligible to work with any employers without sponsorship?
amenable to work on W2?
tell us more about your self
do you have LMS or Learning Management System? how many years of experience?
do you have eLearning experience?
how many years of training experience? do you have a certification?
Experience:
Microsoft Office (Required)
Human resources management (Required)
Human Resources Manager (Required)
Work Location: One location

Start your job application: click Easy Apply

3. **Assistant Counsel - Labor & Employment**
PSE&G

Date: Jun 5, 2023
Location: Newark, NJ, US
Company: PSEG
Requisition: 74879
PSEG Company: PSEG Services Corp.
Salary Range: $ 125,700 - $ 211,900
Incentive: PIP 20%

Work Location Category: Remote Local

PSEG operates under a Flexible Work Model where flexible work is offered when job requirements allow. In support of this model, roles have been categorized into one of four work location categories: onsite roles, hybrid roles that are a blend of onsite and remote work, remote local roles that are primarily home-based but require some level of purpose-driven in-person interaction and living within a commutable distance, and remote non-local roles that can be effectively performed remotely with the ability to work in approved states.

PSEG offers a unique experience to our more than 12,000 employees – we provide the resources and opportunities for career development that come with being a Fortune 500 company, as well as the attention, camaraderie and care for one another you might typically associate with a small business. Our focus on combatting climate change
through clean energy technology, our new net zero climate vision for 2030 and enhanced commitment to diversity, equity and inclusion; and supporting the communities we serve make this a particularly exciting time to join PSEG.

Job Summary
Advises and directly represents the Corporation and its subsidiaries in a broad range of labor and employment matters, as part of a highly-skilled collaborative team of Employment, Labor & Benefits attorneys.

Job Responsibilities
- Provides responsive and timely legal advice to internal clients, including senior management, human resources and industrial relations professionals, on broad range of labor and employment law issues, including discipline, leave, duty to bargain, accommodations, and wage and hour.
- Handles administrative matters and hearings before federal and state agencies, including the Equal Employment Opportunity Commission, state fair employment practices agencies, and the Department of Labor.
- Works strategically with senior business and HR partners providing advice and support on HR initiatives, investigations and corporate policies.
- Provides training to large groups on a variety of topics, including Equal Employment Opportunities and Harassment.
- Maintains awareness of legal developments in relevant jurisdictions, provides updates internally, and works to implement necessary changes to policies/practices.
- Evaluates both legal and business risks of legally acceptable alternatives and implements solutions.
- Represent the Corporation as lead counsel in labor arbitrations.
- May be asked to prepare witnesses, take depositions and prepare motion papers.

Job Specific Qualifications
Required Skills, Competencies, Education or Experience:

- Juris Doctorate from an accredited law school
- Admission to New Jersey bar (or ability to be admitted by motion promptly upon hire)
- Five or more years of legal experience representing employers in employment law matters (including employment litigation)
- Demonstrated experience with New Jersey and/or New York labor & employment laws and federal law counterparts
- Ability to handle significant matters with limited supervision or direction.

Desired Skills, Competencies, Education or Experience:
• Admission to New York bar (or ability to be admitted by motion shortly after hire)
• Experience representing New Jersey and New York employers
• Experience handling traditional labor matters, including labor arbitrations and/or NLRB matters.
• Experience with immigration law, including filing petitions and I-9 compliance
• Experience handling OSHA matters, including interacting with the agency
• Experience with affirmative action work, including OFCCP audits
• Minimum Years of Experience
  • 5 years of experience
• Education
  • Juris Doctorate in Law
• Certifications

Disclaimer
Certain positions at the Company may require you to have access to Part 810-Controlled Information. Under the law, the Company is limited in who it can share this information with and in certain circumstances it is necessary to obtain specific authorization before the Company can share this information. Accordingly, if the position does require access to this information, you must complete a 10 CFR Part 810 Export Control Compliance Nationality Request Form, a copy of which will be provided to you by Talent Acquisition if an offer is made. If there is a need for specific authorization, due to the time it takes to obtain authorization from the government, we will likely not be able to further proceed with an offer.

Candidates must foster an inclusive work environment and respect all aspects of diversity. Successful candidates must demonstrate and value differences in others’ strengths, perspectives, approaches, and personal choices.

As an employee of PSE&G or PSEG LI, you should be aware that during storm restoration efforts, you may be required to perform functions outside of your routine duties and on a schedule that may be different from normal operations.

Certain positions at the Company may require you to have access to 10 CFR Part 810 controlled information. If the position does require access to this information, the Talent Acquisition representative will provide further details upon making an offer.

PSEG is an equal opportunity employer, dedicated to a policy of non-discrimination in employment, including the hiring process, based on any legally protected characteristic. Legally protected characteristics include race, color, religion, national origin, sex, age, marital status, sexual orientation, disability or veteran status or any other characteristic protected by federal, state, or local law in locations where PSEG employs individuals.
Business needs may cause PSEG to cancel or delay filling position at any time during the selection process.

This site (http://www.pseg.com) is strictly for candidates who are not currently PSEG employees. PSEG employees must apply for jobs internally through emPower which can be accessed through sharepoint.pseg.com by clicking on the emPower icon, then selecting careers.

PEOPLE WITH DISABILITIES:

PSEG is committed to providing reasonable accommodations to individuals with disabilities. If you have a disability and need assistance applying for a position, please call 973-430-3845 or email accommodations@pseg.com. If you need to request a reasonable accommodation to perform the essential functions of the job, email accommodations@pseg.com. Any information provided regarding a disability will be kept strictly confidential and will not be shared with anyone involved in making a hiring decision.

ADDITIONAL EEO/AA INFORMATION (Click link below)

Know your Rights: Workplace Discrimination is Illegal

Pay Transparency Nondiscrimination Provision

Nearest Major Market: Newark
Nearest Secondary Market: New York City
Job Segment: Recruiting, Compliance, Law, Employee Relations, Environmental Engineering, Human Resources, Legal, Engineering

4. **Human Resource Coordinator**
   Easterseals

   Human Resource Coordinator
**This position is based out of Jamesburg, NJ**

Easterseals New Jersey is actively seeking a hands-on HR Coordinator to join a fast-paced customer-centric Human Resources team!

If you are a detail-oriented, customer-focused individual with a passion for helping others we want to meet you!

This is a great opportunity for someone that thrives in a busy work environment and can work both independently and as a team contributor.

These are your key responsibilities:

- Provides administrative support for a variety of HR functions including but not limited to the input and accuracy of employee data; responding to employee inquiries; benefit eligibility; uploading employee documents into HRIS; facilitating CPR/First Aid training.
- Partners with internal and external customers. Supports our mission and values at all times and sets a standard of excellence as a representative of the Human Resources team.
- Ensures the delivery of outstanding and highly responsive customer service with a high degree of flexibility and creativity. Assists the Human Resources team in special projects and cross-functional activities when needed.

Additional Responsibilities:

- Ensures the timeliness and accuracy of inputting and processing all employee-related data into the HRIS system to meet critical deadlines.
- Securely uploads all employee documents into the HRIS related to the new hire process, employee changes, as well as entering/documenting notes into the employee record.
- Responds to all internal and external inquiries within 24 hours.
- Assists with and supports members of the team with inquiries related to any area of HR Ops including employee benefits, worker’s compensation, leaves of absence, COBRA.
- Rotates as CPR/FA trainer to meet organizational requirements.
Assists with Verification of Employment (VOE) and other external employee inquiries.

Collaborates with internal and external team members as needed, to complete special assignments/projects.

Recommends improvements to processes and streamlines workflow to maximize HR Ops effectiveness.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- 1 year previous administrative experience in a fast-paced/high-volume HR department
- Strong problem-solving, data entry and customer service skills
- Ability to maintain highly confidential and sensitive employee information with diplomacy, discretion and integrity.
- Proficient in utilizing computer technology and learning new software programs; HRIS a plus
- Effective verbal and written communication skills
- Must be well organized, able to prioritize and juggle multiple projects
- Current CPR/FA trainer credentials or ability to become a certified trainer
- Must have superior organization, time management and collaboration skills
- About Us!
- Easterseals is a national 501(c)3 nonprofit organization that has helped children and adults with disabilities and special needs live better lives for more than half a century. Annually, over 9,000 individuals with disabilities and specific special needs in New Jersey receive services in our programs. We believe everyone has an inalienable right to realize their potential and live their life as they envision it; everyone is allowed access to opportunities that permit them to do so. Our employees dedicate themselves to making positive differences in people’s lives every day by living our Core Values: RESPECTFULNESS, WARMTH, EXPERTISE

Easterseals Is An Equal Opportunity Employer

As one of our core values, we strive to provide equal opportunity to all of our employees without regard to their age, gender, religion, race, color, national origin, marital status, sexual orientation, or disability which is unrelated to the ability to perform essential job functions, unfavorable military discharge (except dishonorable), veteran status, marital status, parental status, genetic information, source of income or other legally protected categories in accordance with applicable law with regard to receipt of services,
appointment or election to voluntary office or hiring for, assignment to, or promotion in staff positions.

Easterseals NJ offers paid training, a generous benefits package including paid time off, 403(b) Retirement Plan, and more! For all details, visit www.enjbenefts.com.

Additional Information
Schedule:
Monday - Friday
Hours Per Pay Period:
70
Rate of Pay:
$20.00 - $22.00 per hour (Based on experience)