

Job Description

Human Resources Associate

SPHERE Technology Solutions is a Human Resources (HR) Associate. The HR Associate will be responsible for assisting with the day-to-day operations of Human Resources and Office Management functions. This individual will be responsible for supporting tasks related to Payroll/Benefits Administration, Onboarding, and general Office Management. The ideal candidate is organized and has a friendly disposition. In many cases, this person will be the first line of interaction for employee support needs. This position is a hybrid position based out of Newark, NJ – reporting to the Manager of HR and Culture.

This is an exciting opportunity to be part of a growing Cybersecurity. If you are a self-starter who enjoys problem solving, collaborating, and thrives in a fast-moving, ever-changing startup environment, then read on!

Essential Functions:

- Handles all administrative tasks related to recruiting and employee onboarding.
- Lead New Hire Orientation, providing an overview of company background, policies and benefits.
- Assist new hires completing benefit enrollment forms, answering any questions they may have during the enrollment period.
- First line of interaction for employee support needs, including but not limited to: office supplies, stocking pantry and delivery retrieval.
- Ensure office closets are stocked with all office supplies and replenished as needed. Ensure pantry is stocked with coffee and refreshments.
- Prepare and maintain personnel files including confidential files electronically.
- Identify business gaps utilizing data and works with HR team to build and implement solutions.
- Prepare various HR correspondence, documentation, and communications.
- Assists with tasks related to annual benefits projects, such as open enrollment, 401K reporting, etc.
- Partner with the HR Manager on employee engagement initiatives.

Requirements:

- Associates Degree required; Bachelor's degree preferred.
- 1+ years in an HR Coordinator or HR Analyst role.
- Highly Proficient with MS Office products, particularly with Excel and PowerPoint.
- Works with high levels of integrity, resourcefulness and has strong attention to detail.



- Excellent organizational skills, including ability to successfully adapt and re-prioritize in a fast-paced environment.
- Demonstrated excellent oral/written English communication skills.

To Apply

Send your resume to careers@sphereco.com