

HUMAN RESOURCES ADMINISTRATOR (Full-time)

Mission: SSI seeks a detail-oriented HR generalist with broad experience and a strong customer service focus.

Purpose: To assist SSI in its vision to expand humankind's understanding and appreciation of planet Earth, our Solar System, and the universe beyond.

Who: The candidate who accepts this mission will report to the Executive Director and the Deputy Director and operate a one person HR office for a multistate organization.

About SSI: SSI (www.spacescience.org) is a non-profit scientific research and education organization, headquartered in Boulder, Colorado. We are a small, team-oriented, collegial, fast-paced, fun, scientific and educational working environment. This is a full-time position in a business casual environment with excellent benefits. Did we mention that after a year, SSI matches up to 10% on your 403(b)? And you can bring your 4-footed friend to work!

A basic understanding or interest in space and Earth sciences and science education is a plus!

The successful applicant will be responsible to/for:

- Benefit administration: Open Enrollment, invoice reconciliation, benefit enrollment, orientation, and status changes
- Staffing and Recruitment: interviewing, and facilitating the hiring of job applicants, and student, temporary and seasonal appointments., due diligence.
- Partner with Payroll and team managers to ensure timely and accurate offers, benefit enrollment, payroll deductions, etc.
- Regulatory compliance and reporting:EEO-1, VETS-4212, ACA
- Employee record maintenance per governmental document retention guidelines.
- Maintain accurate and up-to-date employee records and payroll information in MS Dynamics GP database.
- Develop systematic flow processes in collaboration with other process stakeholders.
- Primary point of contact for employees, HR partners and vendors on HR- related queries.
- Onboarding and offboarding of employees.
- Collaborate with in-house General Counsel and third parties on international visas and I-9 verification.
- Employee relations and employee recognition programs

Requirements

- Bachelor's Degree in Human Resources, Business or Public Administration, or related field
- Combination of 5 years of HR generalist and specialist experience with several organizations
- PHR, SHRM-CP, or HRCI Certification highly desired
- Exceptional skills in communicating clearly, orally and in writing
- Strong interpersonal and soft skills, e.g., friendliness, positivity, active listening

- Professional, confident demeanor with a high level of discretion and sound judgment
- General knowledge of various employment laws and practice
- Hands on benefit administration experience

Skills and Abilities

- Ability to handle highly sensitive and confidential information and follow human resource protocols, policies, procedures, and federal compliance
- Highly functional in MS Office Suite esp. Word, Excel, and Outlook
- Technical savvy to maneuver in HRIS and database software
- Familiarity with MS Great Plains 2018 /Dynamics GP Advanced Payroll desired
- Knowledge of federal retention guidelines
- Excellent organizational skills and attention to detail
- Timely problem identification and resolution
- Able to research and analyze information skillfully
- Ability to work well individually and collaboratively
- Ability to juggle multiple deadlines
- Strong problem-solving skills and ability to adapt in a fluid environment

Comprehensive benefits package. Salary range: 52k-65k based on experience.

To Apply: Send resume and cover letter to Jobs@spacescience.org.

Only people selected for interviews will be contacted.

SSI is a non-profit, public benefit corporation and operates as an equal opportunity employer.