



Human Resources Associate

Join a collaborative corporate team to help the consulting and research firm continue achieving aggressive growth in 2020 and beyond. As a key member of the team, you will coordinate and administer a variety of HR responsibilities, including but not limited to record-keeping, benefit reconciliations, consulting staffing coordination and assists in onboarding/offboarding, as needed. You will support employees by advancing the implementation of people strategies to positively impact business goals.

Overall Requirements

- 3+ years experience working in Human Resources
- Strong communicator of oral and written work
- Excellent customer service and communication skills
- Education to include BS or equivalent combination of education and experience
- Ability to handle discretion for sensitive HR issues
- Technically proficient in working HRIS system as well as Microsoft Office Suite applications including Word, Excel, and Outlook
- Strong organizational skills and attention to detail
- Demonstrate a positive and professional image

Key Responsibilities

Administration:

- Proactively manage HR systems in order to ensure data integrity
- Assist HR Director with onboarding new hires as well as training existing personnel on new HR processes
- Assist HR Director with the auditing of compliance requirements, such as I-9s, benefit filings, and hire files
- Maintain knowledge of and ensure compliance with employment-related laws and regulations with guidance from HR Director and General Counsel
- Direct employment-related inquiries, such as employment verification requests and unemployment compensation inquiries and proceedings to the HR Director

Onboarding/Offboarding:

- Submit pre-employment screening orders for new-hires, according to client required pre-employment screening requirements - track status of background checks, review non-compliant results with HR Lead and follow adverse action process, if applicable
- Review background package for consistency with client background check requirements, add any missing components
- Ensure all Everest Group paperwork is sent and signed, completed and properly filed, following-up as needed, prior to the individual beginning work
- Create and maintain employee records in ADP and shared electronic storage
- Coordinate with HR immigration specialist to onboard foreign nationals, as needed

- Facilitate the I-9 process, collect employment eligibility verification documents and verify employment eligibility
- Coordinate with IT, Accounting, Payroll to request laptops, safety badges, etc., as needed
- Process terminations, collect and file off-boarding paperwork, process final check according to state or local requirements, verify all equipment is return following the Asset Process, ensure all consultant payroll and expenses are resolved and complete NEXT offboarding checklists

Consulting Staffing Coordination:

- Maintain an open line of communication throughout the duration of the employment to ensure a high level of care
- Perform quarterly data accuracy check to ensure that employment data is correct and complete
- Generate staffing and utilization reports
- Coordinate with Consulting Partners for projected start and end dates of client work
- Assist Staffing Manager in decision making for assigning staff to client projects
- Maintain a skills profile for employees and potential contractors

Key Performance Indicators

Skills:

- Superior interpersonal skills and works collaboratively within a matrix organization
- Able to manage work flow and meet deadlines in accordance with Everest Group policies
- Assists, as needed, with coaching and development of team members
- Participates in training as assigned/requested
- Uses tools consistently, effectively according to Everest Group processes and policies
- Meets all deadlines assigned or self-imposed w/ management and w/ colleagues
- Communicates effectively and positively
- Accelerates Productivity by suggesting new methods that improve team effectiveness
- Strong influencer through being proactive, creative and persuasive of others in solving problems or recommending new ideas/strategies

Behaviors:

- Manages change effectively and demonstrates accountability for results
- Demonstrates knowledge of the company, department and legal/compliance policies and procedures to ensure that transactions are processed accordingly and in a timely manner
- Maintains confidentiality of all information processed
- Consistently responsive to colleagues and external sources
- Remains neutral and exercises excellent judgment in decision-making, recommendations, time management and approach to work
- Works autonomously and performs with excellence
- Takes advantage of training opportunities with an interest in improving skills
- Audits work to ensure a high level of quality and compliance
- Self-starter with high motivation and a strong sense of urgency

Everest Group is an equal opportunity employer. We have a culture of inclusion, and we provide equal opportunities for all applicants and employees, including those with disabilities. We are committed to providing an environment that is free of all discrimination and harassment and to treating all individuals with respect.