



## Human Resources Specialist for Assured Bio Labs, LLC

Job Level: Experienced Individual Contributor

Wage: Based on Experience

Hours: Part Time ~20-40 hours/week, every other week

Skills & Experience Required: Some experience required

The Human Resources Specialist is responsible for processing and submitting payroll, enrolling and maintaining employee benefits, managing the hiring and onboarding process, and dealing with staff issues. Assured Bio Labs pays employees on a biweekly basis. As such, the HR Specialist will work approximately 40 hours/week every other week as needed, on the weeks that payroll is to be processed. These work-weeks will also serve as the interviewing and onboarding periods for new hires.

### Duties & Responsibilities:

- Preparing and submitting payroll
- Enrolling and managing employee benefits
- Creating job descriptions and posting job openings
- Managing hiring and interview process
- Managing employee onboarding process

### Qualifications:

- Bachelor's Degree in Human Resources, Business Administration, or a related field (or currently pursuing)
- Proficient in MS Word, Excel and Google Docs
- Ability to work on multiple tasks and learn at a fast pace
- Ability to work in a team environment
- Self-Management
- Technology savvy
- Show initiative
- Time-Management
- Driven to grow with the company

### Preferred:

- Bookkeeping experience
- Prior use of QuickBooks
- Hiring/Interview Experience
- Experience in a lab setting

Assured Bio Labs is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Assured Bio is committed to building a culturally diverse team and encourages all candidates to apply.