



**JOB POSTING DATE: February 20, 2018**

**Job Title: Human Resources Benefits Assistant-Part Time**

**Company Name: Thorlabs**

**Street Address: 56 Sparta Ave., Newton, NJ 07860**

The position will provide overall support and assist in a variety of administrative functions for Benefits and works under general supervision not more than 25 hours per week.

**Essential Job Functions include the following, but are not limited to:**

- Provides administrative support to benefits including but not limited to: organizing and maintaining files; meeting coordination and assembly of meeting materials, and supports HR initiatives and projects.
- Performs HRIS data entry.
- Assists with new-employee processing to include Badge IDs, Outlook pictures and entering in the Training Manger system.
- Assists or prepares correspondence as requested such as benefit and employment verification letters.
- Ensures filing is kept up to date and is done accurately including confidential information, in accordance with internal procedures and proper compliance practices.
- Assist with the set up process in wellness-related activities including fitness classes, blood drives, wellness fair, etc.
- Maintains high standards of confidentiality of all employee records and information.
- Support the HR team and perform other related duties as assigned.

**Experience Required:**

- Minimum 1 year of experience in a similar position preferred.

**Education:**

- Some College or equivalent work experience

**Specialized Knowledge and Skills:**

- Basic to intermediate knowledge of Human Resources computerized information systems and databases, preferably a relational database
- Proficient in MS Office products
- Highly motivated, results driven and able to work independently as well as with the team
- Skill in organizing resources and establishing priorities within the department
- High commitment to customer service to internal and external clients
- Possess a high level of integrity; must show good judgment and the strictest confidentiality at all times
- Show high level of professionalism within the work place
- Ability to analyze and solve problems
- Ability to manage time efficiently and effectively
- Clear and effective oral presentation of ideas/recommendations and effective written communication, using tact and courtesy
- Ability to interact with employees at all levels of the organization

**How to Apply:**

Please complete an application on the company's career site for consideration:

[https://www.appone.com/MainInfoReq.asp?R\\_ID=1837077](https://www.appone.com/MainInfoReq.asp?R_ID=1837077)

*Thorlabs values its diverse environment and is proud to be an Equal Employment Opportunity/Affirmative Action employer. All qualified individuals 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. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*