

# Human Resources Assistant

Middleburg Heights, OH

## Description

The Human Resources Assistant will perform administrative tasks and services to support effective and efficient operation of the organization's human resources department.

## Responsibilities:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers general HR questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing and answering employee questions,
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

## Requirements

- **US CITIZENSHIP OR VALID GREEN CARD REQUIRED**
- Associate degree in Business Administration or related discipline
- 1-3 years of human resources experience
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office – Word, Excel
- Ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.

## Preferences

- Bachelor's Degree in Business Administration or Human Resource Management
- 2 or more years of human resources experience
- Experience using payroll systems (ADP, Proliant), Applicant Tracking Systems (ATS) or Human Resources Information Systems (HRIS)
- Experience with PowerPoint

## About Us

ZIN Technologies, Inc. is a federal contractor and an award-winning AS 9100 registered small, disadvantaged business (SDB) headquartered in Northeast Ohio. Established in 1957, ZIN is a leader in providing advanced engineering services and product development solutions for NASA, DoD, and private industry.

ZIN provides full lifecycle development of aerospace systems including design, development, engineering, integration, test, evaluation, orbital operations, systems modeling, simulation, verification, and validation. The flight hardware lifecycle spans concept definition, design, development, fabrication, verification, integration, launch, operations, and data processing.

We offer expertise in multi-discipline engineering, system and product development, production, and research and technology development. ZIN'S engineering capabilities include systems, mechanical, electrical, fluids, propulsion, structural, thermal, integration and test.

ZIN has a strong heritage in the areas of Space Operations including payload operations, space communications, navigation, and network reconfigurable testbed. ZIN supports exploration systems (ORION, SLS, ISS, commercial vehicles) and space technologies (advanced communications, power, propulsion, cryogenics).

Our award-winning 200+ person organization consists of scientists, engineers, designers, and technicians. ZIN employs an integrated performance-based management approach, providing experienced people, proven processes and tools and exceptional cost, schedule, and technical performance while identifying and managing program and project risks.

Offering Unsurpassed Product, Process and Service:

- Prime contractor
- Sub-contractor
- Product manufacturer
- Value-added service provider

### **Company Benefits and Programs**

In addition to competitive salaries, ZIN offers excellent benefits to our associates, including medical, vision, and dental insurance; short- and long-term disability; life insurance; paid leave and paid holidays; 401(k) retirement plan (immediate vesting); education and training reimbursement; professional development opportunities; employee assistance program; flexible spending plans; credit union membership; and direct deposit.

As a federal contractor, ZIN Technologies strives to comply with all applicable customer, federal, state, and local requirements, up to, and including, COVID-19 vaccine regulations. ZIN Technologies may require its employees to obtain full COVID-19 vaccination, provide proof of vaccination status as a condition of employment, provide documentation to substantiate a valid exemption, as defined by law, and/or comply with all safety protocols related to COVID testing, mask wearing, and physical distancing while in covered contractor workplaces.

**ZIN-Technologies, Inc. is an Equal Employment Opportunity Employer**

Minority/Female/Disabled/Veteran