

## Asia Society Career Opportunity

**Location:** New York

**Position:** Assistant Director, Human Resources Code 2003

**Purpose:**

To work as part of a team to make Asia Society a great place to work.

Also manages recruitment outreach and onboarding of new employees, HCMS, benefits administration, processing of payroll in conjunction with Controller, visa and Green Card applications and employment records.

**RESPONSIBILITIES:**

- Supervises part-time Volunteer and Recruitment Manager.
- In conjunction with HR Manager manages recruitment outreach and Applicant Tracking software.
- On boards new employees.
- Monitors employee self-service data in HCMS and responsible for data entry required by HR Dept.
- Handles day to day benefits administration for Health, Dental, Life, Short and Long Term Disability, Unemployment Insurance, Workers' Compensation, Commuter Benefit and FSA Plans, Vision Plan, Work/Life Assistance Program, Retirement Plan and Self Development reimbursements. This includes enrollments, changes in coverage, terminations, communication with staff, information meetings, processing benefits invoices and government filings.
- Participates in contract renewal negotiations, researching new benefit options and conducting surveys.
- Counsels employees on benefit-related issues and intercedes on their behalf with carriers or our broker.
- Transmits payroll in absence of Controller and audits HR data entered into payroll every pay period.
- Works with HR Director to implement HCMS modules.
- Works with HR Director to create HR policies and revise existing policies as necessary.
- Together with managers handles visa and Green Card applications.
- Maintains employee HR files.
- Creates HR Dept. purchase orders in NetSuite.
- Maintains organization charts.
- Other duties as assigned.

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John D. Rockefeller 3rd

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725 Park Avenue  
New York, NY 10021-5088  
Phone/Fax 212.288.6400  
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## REQUIREMENTS:

- Bachelor's degree and five to six years related work experience preferred.
- Highly organized team player with excellent writing and verbal communication skills, good listening skills and an excellent customer service work attitude.
- Ability to work with all levels of staff and maintain confidentiality when required.
- Ability to evaluate processes for efficiency, make suggestions and implement changes.
- Hands on and detail oriented.
- Adaptable with technology enhancements.
- Proficient with Microsoft Office Suite.
- Prior experience with HCMS computer software.

## COMPETENCIES:

### Leadership:

- Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
- Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

### Professional and Results-Oriented:

- Seeks to consistently produce results that achieve goals and objectives
- Conscientious and efficient in meeting commitments and observing deadlines
- Able to work independently with minimum supervision
- Good judgment, tact and discretion
- Ability to translate ideas into action
- Good ambassador for Asia Society, with current knowledge about the organization locally and globally

### Collaboration and Teamwork:

- Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
- Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
- Acts as a global facilitator to have conversations, exchange ideas and build understanding

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**Innovation:**

- Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
- Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

**Technical Expertise:**

- Professional competencies in the related field of work
- Recognizes trends in theory and practice of one's own technical area and effectively prepares for anticipated changes
- Comfortable with using Salesforce suite of products, as well as other tools, including social media proficiency

**HOW TO APPLY**

Please email your cover letter, resume and salary expectations to:

[HRjobs@asiasociety.org](mailto:HRjobs@asiasociety.org)

List job code 2003 and job title in the subject line.

Asia Society is an equal opportunity employer.

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