



Vacancy Announcement

Position Title	Business Operations Specialist (HR)
Position Type	Full Time
Job Location	Alexandria, VA
Starting Date	October 2019

The Business Operations Specialist (HR) provides support to the human resources team and senior leadership of J&M Global Solutions LLC in all areas of human resources and personnel management. This position will be based out of our headquarters in Alexandria, VA, working with a team located across the country.

JOB DUTIES

- Payroll
 - ✓ Support payroll processing
 - ✓ Serve as a liaison to the Contract Administration Team
 - ✓ Provide support to employees with regards to accessing the payroll system, updating exemptions, and adding direct deposit information
 - ✓ Establish state withholding accounts and file required reports (in conjunction with payroll provider etc.)
- Benefits
 - ✓ Maintain benefits summary
 - ✓ Support staff with enrolling for benefits and tracking eligibility
 - ✓ Support enrollment and reporting requirements for retirement program
 - ✓ Assist with researching and tracking changes in federal and state regulations and developing recommendations for addressing those changes
 - ✓ Assist with researching and ensuring compliance with worker compensation programs
- Tracking and Compliance
 - ✓ Assist with maintaining HR records to include employee records, mobilization dates, etc.
 - ✓ Complete I9 forms for new hires
 - ✓ Identify training requirements and assist in maintaining corporate training programs
- Other HR functions
 - ✓ Respond to employment history information requests (background checks, unemployment filings, etc.)
 - ✓ Support recruiting and onboarding of team members
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree
- 3-5 years of directly related experience
- Required Skills
 - ✓ Outstanding communication, writing, and presentation skills
 - ✓ Outstanding attention to detail and organizational skills
 - ✓ Ability to prioritize and multi-task
 - ✓ Professional attitude and ability to maintain confidentiality
 - ✓ Ability to work in a fast-paced environment, independently and as part of a team, with both local and remote staff
 - ✓ Analytical thinker
 - ✓ Proficiency in Microsoft Office, SharePoint, and Microsoft Teams
- Desired Skills
 - ✓ Familiarity with payroll and financial systems (ADP, Unanet, etc.)
 - ✓ Creating accessible documents
 - ✓ Ability to travel
 - ✓ PHR/SHRH-CP credential
 - ✓ Knowledge of Spanish

WHAT J&M BRINGS

J&M is a small, dynamic and growing firm that values its clients and its employees. J&M provides its employees with exciting opportunities to work with a variety of clients on projects of which they can be proud. Along with competitive salary and benefits, J&M offers a mentoring program and career growth opportunities.

TO APPLY

Please send your resume, a cover letter summarizing your experience and expertise, and the names and contact information for two professional references (one of whom was a past supervisor, if available) to hr@j-mglobal.com.

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