



## **Position: Office Manager / Human Resources Generalist**

Since 1999, HealthPass New York is an independent, private health insurance exchange offering quality, affordable and flexible healthcare coverage to small businesses in the New York metropolitan area.

HealthPass is seeking an energetic and reliable **Office Manager / Human Resources Generalist** to coordinate office operations and procedures ensuring organizational effectiveness, efficiency and safety. The ideal candidate should be experienced in handling a wide range of administrative, executive support and general human resources tasks and be able to work independently with little or no supervision. This person needs to be organized and flexible and sensitive to the needs of a diverse work force. This full-time position with an immediate start date reports to the Chief Financial Officer and interacts with the Chief Executive Officer and all personnel.

### **Office Management responsibilities include, but are not limited to, the following:**

- Serve as point of contact for office and equipment maintenance, mailing, supply ordering and distribution, and seek best pricing, quality and value from vendors.
- Oversee and supervise work of an Administrative Assistant responsible for assisting with general office matters.
- Organize and schedule meetings and appointments, and maintain office and conference room calendars.
- Coordinate with IT and telephone system vendors on related purchases and service requests.
- Ensure that office and work spaces are neat, clean and safe; provide general support to guests and visitors.
- Coordinate with accounts payable to ensure timely payment of office related invoices as well as filing/scanning of all paid invoices.
- Prepare employee business expense reports for President & CEO.

### **Human Resources Generalist responsibilities include, but not limited to, the following:**

- Coordinate and maintain records for all employees ensuring that personnel information is compliant with city, state, federal law and internal policies, and update HR Employee Policy Manual as needed.
- Develop and build on various best-in-class HR programs and initiatives such as performance management, recognition & rewards, succession planning, leadership development, employee training and on-boarding.
- Develop and provide timely HR metrics reporting, current/future staff levels and open positions, and competitive compensation analysis.
- Update job requirements and job descriptions for all positions.
- Conduct and maintain open enrollment and other employee benefits related programs as needed.
- Coordinate with payroll to ensure maintenance of PTO and Sick days in ezLaborManager ADP database.
- Assist with 401(k) administration; schedule meetings with plan administrator and investment advisors.

### **Requirements:**

- Bachelor's degree or minimum of 5 years related work and supervisory experience.
- Proficiency in Microsoft Office including Outlook, Word, and Excel.
- Ability to maintain confidentiality of information.
- SHRM PHR certification desired but not necessary.

**Compensation: \$50,000 - \$55,000 salary per annum. HealthPass provides a generous benefits package.**