

Human Resources - General (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$50.00 to \$50.00 hourly
Employment status: Contract / Temporary

Description

We are seeking a Human Resources - General to join our team. The role involves administrative testing and implementation of the Learning Management System (LMS), as well as producing in the live virtual classroom. This position is located in Boca Raton, Florida.

Responsibilities:

- Administer, test and implement the company's Learning Management System (LMS).
- Conduct live virtual classes on a regular basis.
- Provide analytical support for the design and development of training curricula or courseware standards.
- Utilize industry standard investigation failure analysis and corrective/preventative action tools when necessary to assess risk, investigate and respond to complaints non-conformances or deviations of the LMS.
- Conduct testing of LMS database or programs.
- Offer learning support and troubleshooting for the LMS system.
- Work as part of a project team to support the further implementation and enhancement of user interfaces, document management, and workflows.
- Interface with multiple functional groups and subject matter experts to ensure curriculum content and methods meet legal, regulatory, and corporate objectives.
- Participate in the development and implementation of classroom web-based and other media training programs.
- Administer system access rights to ensure security and integrity of Learning Management Systems.

Requirements

- Must have a strong background in Human Resources (HR) Administration.
- Exceptional customer service skills are required.
- Excellent communication skills, both written and verbal, are necessary.
- Prior experience in training and development is desired.
- Knowledge of quality assurance methods and implementation is beneficial.
- Proficiency in using database software and spreadsheets is essential.
- Skills in design, particularly in creating presentations and graphic design, are advantageous.
- Familiarity with 'About Time' software or similar time management tools is desired.
- Understanding of security protocols and troubleshooting techniques is necessary.
- Experience in change and defect management is preferred.
- Knowledge of consumer electronics and media sectors would be a plus.
- Ability to handle complaints professionally and efficiently is required.
- Proficiency in computer sciences is beneficial.
- Understanding of consumer electronics is advantageous.
- Ability to interpret and write specifications for HR provisions and system upgrades.
- Bachelor's degree in Human Resources, Business Administration, or related field is preferred.
- Knowledge of local employment laws and regulations is required.
- Demonstrated ability to handle sensitive and confidential information appropriately.
- Proven experience in implementing HR policies and procedures.

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