



Human Resource Administrator - Part-Time

Home Office in Holland, MI

SpinDance, a leader in custom Internet of Things (IoT) software, is looking for a HR Administrator who will support the HR Team, Front Line Managers and Employees through the day-to-day administration of the key HR functions.

What You'll Do

Talent Acquisition:

- Develop job posting strategies and coordinate with managers, outside vendors and job boards.
- Support the candidate interview schedule planning and job offer process.
- Benefit Programs and Administration:
 - Manage all forms of paid time off, holidays and leave of absences.
 - Coordinate renewals and open enrollments for health benefits, retirement, and other related employee benefits.
 - Process unemployment and workers compensation claims.
 - Own all employee records and data feeds to outside benefit partners.

Employee Relations:

- Onboard new hires and offboard employee separations in the HRIS system.
- Respond to day-to-day employee HR related questions and coordinate with outside HR support as needed.
- Work with the HR leadership team and outside HR consultant.

Recordkeeping and Compliance

- Maintain records to ensure compliance with all local, State and Federal laws.
- Manage confidential and sensitive information with professionalism and ethical standards.

Training & HRIS Software Administration:

- Primary owner of the ADP/HRIS system and related key user support.
- Facilitate training records and documentation processes within the HRIS system.
- Conduct HRIS system manager and end user training.
- Implement innovative improvements to the HR systems, programs, and processes.



What We're Looking For

- Associate degree in Business, HR or similar focus preferred.
- 2+ years' experience in a similar position is required.
- Experience using ADP or similar cloud-based payroll/HRIS system preferred.
- Strong attention to detail required.
- Strong written and verbal communicator with ability to interact with all levels in an organization.
- Strong work ethic, integrity and confidential in all company matters.
- Strong communicator with ability to interact with all levels in an organization.

Why SpinDance?

SpinDance is a 20-year old, profitable software company focused on craftsmanship and pragmatic solutions. Our team of around 50 includes people of all ages and walks of life, and who love waking up every day to solve all sorts of interesting problems.

Here's what we offer:

- A competitive salary.
- A fun, caring team who holds ourselves accountable for results, and values a healthy work/life balance.
- Flexible hours and locations. As knowledge workers, we understand the need for balancing community and collaboration with deep focus. We use Scrum to stay connected, but we trust our team to work where they want when they want. We work hard on creating an office environment you want to come to.
- Great healthcare and dental insurance if you meet the hours requirement.
- 2 to 4 weeks of paid vacation and time off.
- A matching contribution of 100% on the first 3% of your eligible earnings and an additional 50% on the next 2% of your eligible earnings that you defer in the 401K plan if you meet the hours requirement.
- Ongoing professional development, including books, conferences, and certifications.
- A paid day once a year to volunteer at the non-profit organization of your choice.

Interested? Let's Talk.

If you want to learn more, drop us an email at careers@spindance.com. Make sure to include the following:

1. Your resume.
2. Contact info, including your name, email address, and a good phone number to reach you at.

We'll get back to you within a week to continue the process.