

HR Generalist

Description

Although an employee of GumGum, this position will be supporting Relo Metrics, a subsidiary company of GumGum, that spun off from the GumGum brand in 2021. The People team at GumGum provides HR support to the Relo Metrics team. Relo Metrics is at the forefront of sports sponsorship analytics, empowering brands and rights holders with actionable insights to maximize their investments. As an industry leader, we harness advanced computer vision technology to analyze broadcast, streaming, and social media content, delivering precise, real-time data that drives sponsorship value. Join our team of innovative thinkers and pioneers in a collaborative environment where technology meets creativity, and be a part of transforming the sports analytics landscape. Whether you are starting your career or looking to advance it, Relo Metrics offers a place where your work will make an immediate impact. For more, please visit relometrics.com. As a Part-time HR Generalist (HRG), you will play a crucial role in supporting and strengthening our human resources operations. Your expertise will help to implement HR best practices, maintain compliance with employment laws, streamline HR processes, enhance employee relations, and ensure a supportive and efficient work environment. The Part-time HRG is the first HR role at Relo Metrics, a subsidiary of GumGum, Inc. Relo Metrics has appx. 35 employees in the U.S. (mainly LA and NY) and the UK with some international third-party engineers. The HRG reports to the Director, People Operations at GumGum and will be fully embedded in the Relo Metrics day-to-day operations there. This is a remote position with occasional travel to the Santa Monica office and/or locations throughout the LA area. #li-remote

You'll Achieve

- HR Operations:** Assist in the day-to-day management of HR activities, ensuring smooth and efficient operations across the organization.
- Compliance:** Ensure compliance with all local, state, and federal laws in the U.S. and employment laws in the United Kingdom, including updates and company policy adjustments as needed.
- Onboarding and Separations:** Manage the onboarding process for new hires and conduct exit interviews, ensuring a seamless transition for both incoming and departing employees.
- Compensation and Benefits:** Handle routine compensation and payroll updates, benefits and leave administration, and support the annual compensation planning process.
- Performance Management:** Coordinate the annual performance review process, facilitating the assessment of employee performance through Lattice and the alignment of goals within the team.
- Employee Relations:** Serve as a point of contact for employee inquiries, resolving issues, and maintaining positive employee relations.
- Employee Data:** Maintain and update employee records in the ADP WorkforceNow HRIS system. Maintain employee files. Draft offer letters and status change summaries.
- General HR Support:** Provide guidance and support for various HR questions and tasks as they arise. Support our culture by planning team-building events and programs. Coordinate recruiting support efforts.

Skills You'll Bring

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 2 – 4 years of proven experience in Human Resources, ideally within a technology or start-up environment.
- Experience implementing and managing HR Information Systems (HRIS) to optimize HR operations.
- Experience with onboarding and separations.
- Overall foundational HR skills including proficiency with or the ability to quickly learn the organization's people management systems.
- Knowledge of employment law and compliance requirements in both the U.S. and the United Kingdom.
- Strong organizational skills with the ability to manage multiple tasks and priorities.
- Excellent communication skills, both written and verbal, with an ability to handle sensitive matters discreetly.
- Ability to work independently with minimal supervision and collaborate effectively as part of a team.
- Ability to maintain confidentiality and act with discretion and integrity.

Please mention the word

Hiring organization

GumGum

Job Location

Santa Monica, California, United States

Base Salary

\$ 65000 - \$ 220000

Date posted

May 28, 2024

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Contacts

Job listing via RemoteOK.com