

Foundation for Puerto Rico's mission is to transform Puerto Rico into a premier destination for the world by driving sustainable strategies of economic and social development. Our purpose is to discover, link and unleash Puerto Rico's potential as an active participant in the global economy. We envision a prosperous Puerto Rico that realizes its untapped social and economic potential by leveraging the talent, creativity, tenacity, commitment, and passion of its people.

Job Description:

Reporting directly to the President & COO, the **Human Resources Assistant** is responsible for day to day HR tasks. Job duties consist of various responsibilities across a range of HR disciplines, including recruiting, onboarding, benefits administration, and employee relations. Additionally, the Human Resources Assistant will be responsible for planning organization events throughout the year, as well as other administrative tasks as required by the administrative team and the organization at large.

Responsibilities:

- Recruiting & Onboarding
 - Post and maintain job ads for all openings organization-wide
 - Contact desirable candidates and coordinate the interview process completing all associated administrative tasks
 - Draft relevant correspondence with candidates and serve as initial point of contact for all new hires
 - Conduct new hire orientation to include overview of policy and culture, internal procedure guidelines and facility tour
- Benefits
 - Communicate directly with insurance carriers regarding staff enrollment and termination
 - Serve as a resource to staff for benefits information
- Employee Relations
 - Serve as internal resource for policies and procedures
 - Implement internal procedures for departing staff
- HR Administrative Function
 - Provide administrative support to HR program including file maintenance, staff org charts, contact lists, etc.
 - Manage staff changes, including HRIS (HR Information System) database upkeep
 - Maintain staff page on organization website, including staff bios and photos
 - Respond to Verifications of Employment
 - Coordinate general staff training
 - Miscellaneous
 - Organize annual staff events
 - Provide necessary admin support for all-staff meetings, in-house trainings, and staff committees
 - Assist with staff travel arrangements and conference, workshop and off-site event registration
 - Compose weekly staff newsletter

- Provide additional support to administrative team as needed, including occasional reception backup

Skills & Qualifications:

- High level of commitment, initiative, and strong desire to work for the transformation of Puerto Rico into a vibrant economy and society.
- Bachelor's degree required with 1-3 years' experience in an administrative setting.
- Demonstrated ability to take initiative and work under pressure.
- Enthusiasm for working at a progressive, start-up organization.
- Exceptional organizational skills are a must.
- Excellent interpersonal skills and the ability to build relationships across the organization.
- Strong written and verbal communication skills.
- Demonstrated proactive approaches to problem solving.
- Highly resourceful team player, with the ability to also excel independently.
- Fully Bilingual English/Spanish

About Foundation for Puerto Rico

Foundation for Puerto Rico is a non-profit organization that promotes opportunities for social and economic development that will insert us in the global economy, transforming Puerto Rico into a global destination. At FPR, we're focusing all of our efforts on transforming Puerto Rico into a global destination through Visitor's Economy. This island has so much to offer that we only have to visualize its potential from another perspective. We call this, Visitor's Economy because it encompasses all kinds of economic activity that a visitor creates, including direct effects, indirect effects, and induced effects. It's not traditional tourism because it goes far beyond promoting the beach and the hotel pool. Visitor's economy is about all the unique experience that cultural tourism has to offer, such as gastronomic tourism, ecological tourism, sports tourism, medical tourism, and academic tourism, among many others.

Puerto Rico has the most complete offerings of any destination in the world. Let's show that to our visitors. If more people come to visit Puerto Rico, more opportunities will be available for all residents of the island.

Job Type: Full-time