

HRC Administrative Associate

The Hydrologic Research Center (HRC), San Diego, was founded in 1993 and it is a non-profit, public-benefit research, technology transfer and training organization dedicated to the development of effective and sustainable solutions to global water issues. HRC's research-to-operations activities provide mitigation strategies that save lives, protect health, and enable economic prosperity and long-term sustainability of local agriculture, water resources, healthy ecosystems, and natural resources through a range of projects and grants from local to global scales. At present, HRC-developed operational systems support hydrometeorological forecasters in more than 70 countries, serving about 3 billion people worldwide. Please visit the HRC website for more details: <https://www.HRCwater.org>.

HRC has an opening for a full-time Administrative Associate with at least 10 years of experience.

Roles and Responsibilities:

- Administrative support to the HRC Director, Chief Operating Officer, Financial Manager and a diverse team of scientists, engineers and technologists.
- Oversees all administrative support activities.
- Human Resources:
 - Maintains thorough knowledge of human resources principles and federal/state/local regulations
 - Onboards new employees
 - Procures insurance policies: medical with a health savings account, dental, vision, and workers' compensation
 - Maintains retirement plan: remits contributions, tests the plan, sends fee disclosure, and prepares Form 5500-SF
 - Tracks leaves, audits time sheets, and processes payroll
 - Collects performance reviews and prepares merit increase memos
 - Schedules sexual harassment and abusive conduct prevention training
 - Maintains personnel files
- Procures insurance policies: liability and property, auto, umbrella, directors' and officers' liability, employment practices liability, and fiduciary
- Works with the Bookkeeper and Financial Manager regarding accounts payable, accounts receivable, and bank statements
- Works with the landlord on janitorial services, maintenance services, office keys, etc.
- Annual Board Meeting: prepares corporate activities report, organizes all documents for the board packet, and logistics for the board members
- Updates the permanent record and works with the auditor who prepares the financial audit and tax return
- Data management: project files, technical reports, journal papers, vendor files and calendar
- Performs other duties as assigned

Qualifications and Work Skill Set:

- Commitment to HRC's mission and work
- Bachelor's degree in Business or related field preferred
- Previous human resources, payroll and office management experience is essential – 10+ years
- Thorough knowledge of human resources principles and federal/state/local regulations
- Excellent communication and writing skills as well as a demonstrated ability to work well with a diverse group of people
- Ability to maintain confidentiality related to sensitive company and employee information
- Self-motivated, detail-oriented and exceptionally organized
- Proficiency in MS Outlook, Word and Excel with the ability to learn additional software programs

Additional Information and Instructions

- HRC's office is located in San Diego, California
- All staff currently work remotely within the State of California. The person in this position will go to the office weekly.

Salary commensurate with qualification and experience. Salary range is \$82,500 to \$89,500. HRC provides a competitive benefits program including retirement, medical, dental and vision plans, paid vacations, holidays, and sick leave.

Candidates should email a cover letter highlighting the reasons for their interest in the position, their current CV, and the names of three references that are familiar with the candidate's recent past work to: Dr. O. Osidele, Chair, HRC Administrative Associate Search Committee: FOSidele@hrcwater.org. Selected candidates will be provided an application form that must be completed prior to final selection.

The position will be open until filled.

HRC is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document Form I-9 upon hire.