

Human Resources Information System Administrator

[Apply Now](#)

Company: Jetson Specialty Marketing Services, Inc.

Location: Kutztown

Category: other-general

Company Description

Jetson Specialty Marketing Services, Inc. (JSM) is a full-service direct marketing communications company located in Kutztown, PA. With over 60 years of experience, JSM is dedicated to assisting clients in acquiring new customers and building profitable, long-term relationships. Our integrated platform offers solutions for reduced time to market and improved ROI, including analytics, database management, direct mail, critical communications, digital variable print production, postal optimization, piece-level tracking, and response processing. We prioritize the highest security standards, providing end-to-end Payment Card Industry (PCI) Level 1 compliance.

Role Description

This is a full-time on-site role as a Human Resources Information System Administrator at JSM. The HRIS Administrator will be responsible for day-to-day system administration tasks related to the human resources information systems, managing and updating employee benefits information, as well as ensuring effective communication within the HR department and across the organization.

Qualifications

Analytical Skills, System Administration, and HRIS knowledge

Experience with employee benefits administration

Excellent communication skills (both written and verbal)

Attention to detail and strong organizational skills

Ability to work effectively in a team environment

Knowledge of relevant HR regulations and policies

Familiarity with payroll processes

Experience with HR software or HRIS implementation is a plus

Bachelor's degree in Human Resources, Business Administration, or related field

[Apply Now](#)

Cross References and Citations:

1. [Human Resources Information System Administrator Algeriajobs Jobs Kutztown Algeriajobs ↗](#)
2. [Human Resources Information System Administrator Stockholmjobs Jobs Kutztown Stockholmjobs ↗](#)
3. [Human Resources Information System Administrator Unitedstatesjobs Jobs Kutztown Unitedstatesjobs ↗](#)
4. [Human Resources Information System Administrator Mathematicsjobs Jobs Kutztown Mathematicsjobs ↗](#)
5. [Human Resources Information System Administrator Algeriajobs Jobs Kutztown Algeriajobs ↗](#)
6. [Human Resources Information System Administrator Searcheuropeanjobs Jobs Kutztown Searcheuropeanjobs ↗](#)
7. [Human Resources Information System Administrator Ukjobopportunities Jobs Kutztown Ukjobopportunities ↗](#)
8. [Human Resources Information System Administrator Wowjobs Jobs Kutztown Wowjobs ↗](#)
9. [Human Resources Information System Administrator Startupjobsnearme Jobs Kutztown Startupjobsnearme ↗](#)

10. Human Resources Information System Administrator [PetsjobsJobs Kutztown Petsjobs](#)
11. Human Resources Information System Administrator [MelbournejobsJobs Kutztown Melbournejobs](#)
12. Human Resources Information System Administrator [Appdeveloperjobs Jobs Kutztown Appdeveloperjobs](#)
13. Human Resources Information System Administrator [CosmeticsjobsJobs Kutztown Cosmeticsjobs](#)
14. Human Resources Information System Administrator [Germanyjobs Jobs Kutztown Germanyjobs](#)
15. Human Resources Information System Administrator [Johannesburgjobs Jobs Kutztown Johannesburgjobs](#)
16. Human Resources Information System Administrator [Personaltrainerjobs Jobs Kutztown Personaltrainerjobs](#)
17. Human Resources Information System Administrator [BouncerjobsJobs Kutztown Bouncerjobs](#)
18. Human Resources Information System Administrator [Nursejobsnearme Jobs Kutztown Nursejobsnearme](#)
19. Human resources information system administrator [Jobs Kutztown](#)
20. AMP Version of Human resources information system administrator [Jobs](#)
21. Human resources information system administrator [Kutztown Jobs](#)
22. Human resources information system administrator [Jobs Kutztown](#)
23. Human resources information system administrator [Job Search](#)
24. Human resources information system administrator [Search](#)
25. Human resources information system administrator [Find Jobs](#)

Source: <https://us.expertini.com/jobs/job/human-resources-information-system-administrator-kutztown-jetson-specialty-mar-10440-3868/>

Generated on: 2024-05-03 by [Expertini.Com](#)