



JOB DESCRIPTION

Job Title: HR/Administration Support
Department: Administration
Reports To: HR/Controller
FLSA Status: Non-exempt

H2scan is the world leader in providing solid-state hydrogen sensors. Our sensors are considered the gold standard for improving electrical distribution reliability, optimizing measurements in refinery & petrochemical plants, and are ideal to monitor/measure hydrogen concentration in fuel cells, electrolyzes, and hydrogen distribution pipelines to reduce carbon emissions.

Responsibilities:

Office management

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Manage office supplies inventory and maintain proper stock levels
- Provide general support to visitors, and answer and direct phone calls
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
- Other duties assigned

HR-related

- Secondary point of contact for internal and external HR queries
- Oversee hiring and onboarding process
- Conduct new hire orientation and training
- Complete I-9 forms; verifies I-9 documentation and maintains I-9 files and other employee files
- Confidentially maintain and update employee files
- Compliance with federal, state and local laws and regulation.
- Other duties assigned

Candidate requirements:

- Bachelor's Degree or equivalent in Human Resources, Business Administration, or relevant field
- Minimum of 2 years of work experience

- Excellent organizational, communication skill and interpersonal relationship skill
- Proficient in Microsoft applications (Excel, Word, etc.)
- Performance management experience is a plus
- Startup experience is a plus
- Proficiency in Spanish language a plus