

Human Resources Associate

Reports to: Head of Resource Management

Location: Chesterfield, MO

About Us:

Known for “Delighting the Client” through a performance-driven, innovative, and employee-centric culture, S2Tech is a fast-growing and leading-edge IT consulting company serving clients all over the United States. We are widely recognized as a leading provider of services in support of Medicaid Management Information Systems (MMIS) and related healthcare systems. (Learn more about us at www.s2tech.com)

Job Summary:

The Human Resources Associate will serve as a member of the Resource Management corporate team. This individual will be responsible for supporting the Resource Management team in the areas of human resources (employee relations, training/development, etc.) and immigration while also carrying out other necessary administrative duties as assigned

Responsibilities:

Employee Relations

- Create and maintain relationships company-wide by conducting check-in calls with new and existing employees
- Identify and report issues or risks to the executive team
- Participate in the resolution of employee issues
- Develop and maintain relationships with coordinators, team leads, and account managers
- Occasionally assist the HR manager in the areas of coaching, skills inventory, skills development and mentoring
- Assist in other areas of Human Resources on an appropriate basis

Training/Development

- Assess and identify training needs
- Create or identify training solutions including job-specific training to strengthen employees in their day-to-day jobs and promote growth within the organization
- Create e-learning content using iSpring (course creation tool) and Moodle (LMS)
- Facilitate courses as needed - whether on-site, off-site or virtual
- Conduct follow-up with course participants and relevant managers via surveys and interviews to verify course effectiveness

Immigration

- Provide support to the Immigration team as they handle current and/or pending immigration cases
- Track and maintain confidential paperwork/information related to these cases

Qualifications:

Required

- Bachelor's degree from an accredited institution
- Previous coursework and/or experience in one of the following areas: business, human resources, training/development, or immigration
- A strong desire to build a career in human resources
- Self-motivated with a strong desire to learn
- Excellent verbal and written communication skills; must be detail-oriented
- Able to handle confidential or sensitive information
- Strong problem-solving skills with the ability to adapt
- Familiar with standard Microsoft Office tools – Word, Excel, PowerPoint, and Outlook

S2Tech is committed to hiring and retaining a diverse workforce. We are an equal opportunity employer making decisions without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or any other protected class.