

**Description**

Flex Energy Systems Inc. engineers and builds the most robust small gas turbine product line bringing together the lowest NOX emissions and best efficiency possible in one standard package. Organization is a fast-paced, innovative company developing and marketing clean energy technology. Human Resource specialist's job is to support business objectives by ensuring we have the correct company resources, policies, and benefits programs in place at all times. This position will work with the staff to develop job descriptions and fill open positions. Depending on hiring needs, this position may need to attend job fairs or work with outside recruiters. The Human Resource Specialist will manage all recruiting activities by posting job openings, selecting and interviewing candidates, completing compensation reviews, checking references, and ultimately helping with hiring decisions. Once new employees are hired, the Specialist will oversee employee onboarding, orientation programs, and the payroll process. The Human Resource Specialist will assist with the development of employee training programs and will establish documentation as required. This position will prepare internal employee communications regarding compensation, benefits, or company policies.

**Highlights of Responsibilities:**

- Administer a variety of programs and policies regarding employees such as advertising job positions, recruitment, processing applications, verifying employment, separation, contracts, and compensation schedule in compliance with organization's policies, contracts, laws, and agreements.
- Review and make recommendations based on various written materials such as transcripts, employment records, references, employment and education regulations
- Completes salary and compensation evaluations on employees and candidates
- Communicating with other departments, employees, applicants, administrators, and staff provide information and assistance regarding recruitment, transfers, employment, personnel records and compliance with current legislation
- Assisting in scheduling various meetings and employee programs and events in compliance with department needs
- Conduct employee onboarding and orientation programs; introducing personnel, employment benefits, payroll, and assisting with enrollment forms
- Provide written references, convey information through developed written materials such as forms, brochures, procedures, and pamphlets required for documentation activities
- Ensuring the accurate information reflects in payroll database, verifying, and providing inputs regarding data and pay changes
- Informing applicants and employees regarding various programs and procedure requirements such as tenure, hours of work, benefits, general work expectations, and time off
- Preparing payroll reports as required
- Support ongoing employee program updates, notifies employees on health, dental, medical, and compensation benefits changes
- Maintain confidentiality of personnel actions, legal actions, termination and non-renewal documents, and organizational plans
- Collect information on benefits, salaries, and issues regarding contract negotiations
- Provides recommendations to the President on training programs, trouble areas, and many other opportunities
- Provides overall assistance and research support to Management and Finance teams on benefit policies, programs, and procedures

**Critical Competencies / Experience:**

- Knowledge of principles, methods, and practices related to payroll activities
- Knowledge of accounting procedures and practices
- Able to exercise great initiative independent judgment
- Ability to maintain the confidential information
- Ability to manage several projects and tasks simultaneously
- Solid problem-solving and business acumen skills
- Ability to speak, write and read the English language
- Solid documentation skills
- Ability to negotiate contribution agreement and contracts
- Willingness to work additional hours in order to meet tight deadlines

**Qualifications and Requirements:**

- Formal Education Requirement:
  - Bachelor's degree in Human Resources Management, Business Management or related field
  - Degree in Human Resources Management related field from an accredited institution
- Knowledge:
  - 2-4 years of Human Resource experience or related field

**Company Profile**

FlexEnergy Inc. ([www.flexenergy.com](http://www.flexenergy.com)) designs and manufactures an innovative product line of gas turbines which produce clean power with near-zero emissions from a broad range of fuel sources. Through its offices in the U.S., Europe and Asia, FlexEnergy employees provide comprehensive expertise in several markets, including Oil & Gas Production, Cogeneration, and Biogas.

**Compensation and Benefits**

We offer a competitive compensation and benefits package including medical, dental, vision, flexible spending account, life and disability insurance, and a 401K plan (with company matching).



FlexEnergy Energy Systems, Inc. is an equal opportunity employer  
**E-mail inquiries & qualifications:** [hrportsmouth@flexenergy.com](mailto:hrportsmouth@flexenergy.com)  
**Please include "Human Resource Specialist II- NH" in the subject li**

