



***Salary in the region of \$65,000 p.a. (gross)  
Plus benefits including health insurance and 401k***

**HR and Office Coordinator  
Based in Boston, Massachusetts, USA**

As Northern Ireland's business development agency, Invest Northern Ireland ("Invest NI") is driving the transformation of Northern Ireland into an innovative, competitive and knowledge-based economy.

The International Business Group has primary responsibility for all Invest NI's activities in international markets. This includes securing inward investment to Northern Ireland, supporting Northern Ireland companies to access business opportunities and grow in international markets, developing university or technology linkages and building a network of key influencers.

The Americas region is a key target market for Foreign Direct Investment (FDI). It is also an important export market for Northern Ireland companies. There are currently 25 staff in the US, based in Boston (the regional HQ), New York, San Francisco, Chicago and Miami. Invest NI also has a staff member in Toronto, Canada and Santiago, Chile. They work collaboratively with each other, with Invest NI colleagues in Northern Ireland and other office locations, as well as a range of businesses, industry leaders, stakeholders and government officials.

Based in the regional HQ in Boston, the Finance and Admin team is an integral part of the Americas team. The team provides operational support to colleagues in the region and works with suppliers, vendors and various other contacts. The team is also responsible for banking, finance and budget related matters, Invest NI offices (such as office leases, rental payments, utilities such as telecoms), staff travel arrangements, payment and expense processing. The Finance and Admin team also provide advice and guidance in relation to internal Human Resources matters and for the delivery of the payroll function\*, recruitment and learning and development. The team works regularly with the colleagues from the British Embassy / Consulate, Foreign and Commonwealth Office (FCO) and colleagues located in Invest NI's headquarters in Belfast, Northern Ireland.

*\*\*payroll function excludes Toronto/Canada and Santiago/Chile*

**Roles and Responsibilities**

We are recruiting for the position of Office and HR Coordinator. The post-holder will play a key role in the day-to-day running of our offices and human resources (HR) matters though they will also have access to the support of HR consultants in the US as well as a HR Business partner in Invest NI's headquarters in Belfast, Northern Ireland. He / she will be responsible for administering internal HR processes and procedures, staff handbook compliance, payroll preparation, advising and maintaining staff benefit packages, working with benefits providers, as well as working with management team on devising and implementing a structural learning and development program for our staff. The post-holder will continuously seek improvement in line with best practice.

We are seeking a hands-on, motivated and dynamic candidate with the following qualities, who possess the necessary HR and office management experience and enjoys working a performance-driven environment for a values driven mission:

- A high level of professionalism and organizational skills;
- Prepared to go above and beyond in their role;
- Ability to work independently, self-driven and strong attention to detail;
- Excellent interpersonal and communication skills;
- Adaptable to change;
- Ability to handle sensitive information and maintain confidentiality;
- Excellent problem solver – able to find and recommend practical solutions rather than seek answers from management

The post-holder will be required to work predominantly from our Boston office, with one to two trips per year across the Americas region and one visit to Northern Ireland.

*\*\*\* Travel - subject to Covid-19 / travel restrictions. No travel anticipated or required in the near future.*

### Responsibilities of the HR and Office Coordinator

#### **HR Functions**

- Process Payroll in an accurate and timely manner (using an outside payroll provider)
- Maintain employee personnel files
- Manage group benefits enrolment and administration including health, dental, 401K program, PTO, and COBRA administration and compliance
- Maintain and update Employee Handbook and Benefits Manual
- Serve as point of contact for all payroll/benefits inquiries and complaints, ensuring prompt, courteous and appropriate resolution (supported by HR consultants in the US and UK)
- Filing HR Paperwork in a timely manner.
- Managing on-boarding and staff departure procedures for new and departing staff.
- Familiarity & understanding of I-9 and E-Verify process, ability to research & respond to questions.
- Coordinate interview process for prospective employees.
- Establishing and implementing a structural learning and development program for staff.

#### **Office Coordination functions**

- Responsible for ordering office supplies and making sure the site is well stocked;
- Maintain office inventory records on an accurate and timely manner;
- Support the office management and facilities functions, including liaison with property companies, managing agents, equipment providers, suppliers and service providers;
- Liaise with Invest NI headquarters' teams and vendors in the US on office ICT requirements, i.e. telecoms, internet and related matters. Work with local service providers where relevant to prevent system downtime e.g. printers.
- Liaison with stakeholders such as British Embassy / Consulate / Foreign and Commonwealth Office (FCO) on matters relating to our staff in the US, as well as colleagues currently in Toronto and Santiago; and
- Other related duties as directed.

#### **Selection criteria**

1. A bachelor's degree or equivalent qualification, preferably with US HR or employment related qualifications;
2. A minimum of 6 years recent successful HR and office administration experience, including experience of delivering HR related functions (payroll / benefits / hiring), with experience of ensuring compliance with US Federal and State employment laws
3. Successful recent experience of developing and managing relationships with stakeholders and excellent communication skills; ability to work collaboratively and effectively with business contacts and colleagues;
4. Demonstrated ability to research, analyse, and retrieve data necessary to complete duties and compile reports, present findings and recommendations in report format to management;
5. Ability to handle sensitive information and maintain confidentiality; and
6. Strong IT skills and experience of using Microsoft Word, Excel, PowerPoint, Office and the Internet.

### **To apply**

To attract enthusiastic and qualified applicants, the salary for this post is highly competitive. Invest NI also provides an attractive benefits package including medical, dental and HRA as well as 401(k) Plan with match up to 5%.

United States terms and conditions of employment will apply to the post holder.

Due to our status as a foreign government entity in the US and in line with State Department regulations, we are only able to hire US Citizens or US Green Card holders.

No accommodation and relocation expenses are payable in connection with this position.

This full-time position will be based in Boston, Massachusetts. Invest NI Boston office is currently located in the Back Bay / Copley area. **Due to COVID-19, to safeguard health and safety of our staff, we will work with the successful candidate regarding working arrangements.**

If you are interested in this challenging and exciting opportunity, please submit:

- a. your CV / Résumé; and
- b. a cover letter in a .doc (Word) file format

to [usrecruitment@investni.com](mailto:usrecruitment@investni.com) no later than 5 pm EST August 14<sup>th</sup>, 2020.

Your CV / Résumé must clearly demonstrate your experience and suitability for undertaking this role by providing clear evidence of how you meet the above requirements. We will not make assumptions from the title of the applicant's post or the nature of the organization as to the skills and experience gained.

Late applications will not be considered. Due to the volume of applications expected, only those shortlisted for the next step of the recruitment process will be contacted.

References will be required before the appointment.

Invest NI is an Equal Opportunities Employer.

Further information about Invest NI is available at [www.investni.com](http://www.investni.com)

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