



JOB LISTING: Human Resources Associate

DEPARTMENT/GROUP: VICE MEDIA

VICE started in 1994 as a newsprint monthly in Montreal and is now a global youth media company that includes print, events, music, online, television, and feature film divisions that operates in over 30 countries. VICE is the industry leader in original video for the web. With dozens of original series franchises across all content categories, VICE publishes about 60 minutes of new video content every day. For further information and additional background, please visit www.vice.com.

OVERVIEW

Vice Media is looking for a Human Resources Associate to be responsible for assisting the HR Team with human resources functions, including systems management, contracts, intern recruiting, and general employee relations.

ROLES AND RESPONSIBILITIES

- Responsible for new hire on-boarding, including processing new hire paperwork, entering into appropriate systems, etc.
- Management of the Replicon Time tracking and project management system.
- Process contracts for independent consultants and project based employees, maintaining a tracking system and management of the VICE Contracts server.
- Creates termination letters and sends letter and exit interview forms to employees who are leaving.
- Work with HR Generalist on management of Vice's in depth Internship Program, including posting of positions with schools, interview coordination with intern coordinators, candidate notification, and on-boarding.
- Enters all new hires and changes into the Benefits Plan Manager system.
- Provide administrative support, including filing, scanning, and setting up of meetings, conference rooms, etc.
- Perform other related duties as assigned.

EXPERIENCE AND QUALIFICATIONS

- Bachelor's Degree in HR or Business Administration.
- Prior internship experience in HR
- Excellent written, verbal and listening communication skills.
- Strong organization, prioritization, attention to detail and follow-up skills.
- Ability to interact diplomatically and professionally and ability to multi-task in a fast paced environment
- Proficient in Microsoft Outlook, Word, Excel and Apple products.

HOW TO APPLY

Send a detailed cover letter and resume with **salary requirements** by email to vicecareers@vice.com. Reference "Human Resources Associate" in the subject line or by mail to:

Human Resources Department
Attention: Human Resources Associate
99 North 10th Street, Brooklyn, New York 11211

Please indicate in your cover letter where you learned of this job posting. No phone calls please. EOE