



## // Human Resources Assistant

HostDime.com  
189 S Orange Ave (The Plaza)  
Suite 1500S  
Downtown Orlando, FL  
Work Status: Part Time

Now is your chance to work with one of the largest internet service web hosting providers in Florida with a rapidly growing international presence. HostDime.com manages and owns a state of the art datacenter in Orlando, Florida housing over 3000 servers and hosting over 500,000 websites. We have offices in five countries; Brazil, Mexico, Israel, Columbia, India, and datacenter space in many others. HostDime provides domain registration, dedicated servers, co-location, and web hosting solutions for a domestic and international market. We employ a local workforce of over 50% current UCF students and we are dedicated to the community and to new employee development.

### Examples of day-to-day responsibilities:

- Assist Human Resource Manager in providing clerical support in such areas hiring, compensation, and benefits
- Handling and upkeep of organization's personal records such as change of address, change in job titles, promotion/demotion, benefits and salaries, and payroll as needed
- Assist in planning and organizing company activities such as personnel birthdays, company parties, and organizational meetings
- Answer questions that employees have regarding benefits such as when they are eligible for coverage
- Submit new health benefits enrollment form to health provider
- Update the appropriate forms when an employee receives a promotion or switches health insurance plans
- Prepare reports for managers elsewhere within the organization
- Provide authorized information from the employees personal records when requested by credit bureaus and finance companies
- Explain the organization's employment policies to newly hired staff during new hire orientation
- Request references from present and/or past employers of applicants

### Required Skills and Qualifications:

- Candidates should have completed some related course material in general business
- Previous experience in related department ++
- Knowledge and/or training with computers, filing and maintaining filing systems, and organizational skills. (Human Resource practices ++)
- Candidates must be tactful, diplomatic and possess the ability to communicate with individuals at all levels of organization

Please visit [HostDime.com](http://HostDime.com) for company information and contact Yesenia Barrios via 407-756-1126 | ext 2001 or email [hr@hostdime.com](mailto:hr@hostdime.com) to apply for this position.

- Ideal candidates must be able to exhibit high level of confidentiality
- Must have effective oral and written communication skill

We are looking for a young professional who is interested in pursuing a career within Human Resources and who would be fascinated working with a reputable, worldwide Hosting/Technology company.

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