

Integrated Biometrics (IB), headquartered in Spartanburg, SC provides a suite of world-class embedded and portable FBI certified fingerprint devices that are used around the globe.

IB is seeking a HR Manager to work with creative minds supporting benefits administration, recruitment, and overall employee experience. Hybrid work environment with offices in Spartanburg, SC.

The Human Resources Manager is an energetic, organized, and enthusiastic person that can work with a distributed workforce and manage priorities.

Typical work includes:

- Provide support to the recruitment process.
- Coordinate and drive the company's on-boarding process.
- Help develop and support programs such as
 - Performance review and feedback
 - Training and education
 - Wellness
- Coordinate Benefits administration with employees, vendors, and brokers.
- Provide input and guidance on competitive compensation and benefits programs.
- Deliver effective communications to employees using available resources.
- Assist in enhancing and managing the Company's HRIS platform.
- Drive the employee recognition program centered around anniversary dates as well as develop an employee recognition program to celebrate success.
- Engage IB employees on a regular basis in team activities.
- Collaborate with executive and leadership team to develop job descriptions for new hires as well as create or update job descriptions for current employees when their roles change.
- Coordinate Spartanburg location office supply acquisition activity.
- Become educated on and backup other administrative functions, as necessary.
- Communicate role changes to the IB team.
- Support executive and leadership team members on needed documents, resumes, and policy creation/guidance.

Needed Traits (Must Haves)

- Experience in Human Resource Administration and Reporting.
- Management and observance of confidentiality requirements and expectations.
- Desire to be an active part of and strengthen the IB culture of a team environment focused on accountability, diligence, delivering results and mutual respect.
- Effective two-way communication written, verbal and in-person.
(Listening to others when they communicate and asking questions to better understand).
- Computer Skills (especially Excel, Word, PowerPoint).
- High attention to detail and outstanding organizational skills.
- Politely persistent follow-up talent.
- Chameleon-like ability to adapt to changing tasks throughout the day.
- Fired up to be part of a growing, scaling hardware / tech company.

Desired Traits (Like to Haves)

- Comfortable getting assignments and task done without continuous oversight.
- Eager to learn new things, curious.
- Experience with Zenefits HR Platform
- Familiar / comfortable with SharePoint and TEAMS.
- Willing to contribute with knowledge to improve IB's employee experiences.
- Korean language skills.

To be part of the IB team:

Integrated Biometrics adopted the Entrepreneurial Operating System (EOS) – as taught in TRACTION by Gino Wickman. EOS integrates a complete set of simple tools and a proven process to produce powerful business results.

CORE PURPOSE:

Impacting lives through identity.

Provide leading technology fingerprint hardware, enabling software, applications solutions and services for governments, NGOs, and commercial markets throughout the world.

CORE VALUES:

Customer-focused

- Friendly – Cooperative – Good Listener – Respectful

Get Things Done

- Persistent – Curious & Innovative – Results Oriented – Proactive
Resourceful Common Sense – Helpful – Enthusiastic – Adaptable

Accountable

- Trustworthy – Team Player – Cooperative Relationships – Honest – Reliable
Quality Work – Unbiased Behavior – Support for Workplace Diversity

Our executive offices, including strategic engineering, marketing, finance, accounting, and domestic logistics, are based in Spartanburg SC. Our manufacturing and product / process / engineering offices are outside of Seoul, South Korea. We also have an expanding R&D lab and film production facility in Chandler, AZ. The majority of IB's sales resources work remotely across the globe.

Salary 55-60K

Why work at IB?

“The overall culture is very collaborative and accountable. IB is full of creative minds, and we share ideas freely. But we also know how to prioritize what's most realistic, achievable, and important in relation to where we are now.” Tiffany- Research Engineer

Submit a letter of introduction and resume to jobs@integratedbiometrics.com