



Job Title: HR & Recruiting Associate- Part Time

To apply, click here- [Part-Time HR & Recruiting Associate Application Link](#)

Are you a people person with experience in human resources? Do you enjoy creating a positive workplace culture and have a talent for recruiting and onboarding great employees? Are you highly organized and detail-oriented? If you answered “yes” to these questions and are looking to join a growing company, we invite you to apply!

Benefit Allocation Systems (BAS) is seeking a **Part-Time HR & Recruiting Associate** (*20 hours per week; 4 hours per day; 3 out of 5 work days in-office, 2 days remote*) to serve as a primary point of contact for HR matters. This position is responsible for managing full-cycle recruiting, facilitating new hire orientation and onboarding, supporting employee engagement initiatives, overseeing timekeeping processes, and handling a variety of HR administrative tasks to help maintain a positive and compliant work environment.

Requirements

This position is **hybrid** and will require **in-office work** three days in our King of Prussia office. Work schedule is 4 hours per day (5 days per week) during BAS’ standard work hours of Monday – Friday, 8:30 am to 5:00 pm.

About BAS

BAS develops and supports one of the nation’s leading Software as a Service employee benefit administrative solutions for employers called MyEnroll360. MyEnroll360 provides clients with a private, secure online system for their employees’ benefit plan enrollment and administration. Clients use MyEnroll360 to communicate with BAS so BAS can provide administrative services for employer-provided insurance benefits.

Key Responsibilities:

Combination of Recruiting and HR Administrative tasks

- Post open positions internally and externally across multiple job boards
- Review incoming resumes and screen for qualifications
- Conduct phone interviews, skills assessments, and background checks
- Coordinate interviews with hiring managers and additional stakeholders
- Manage all pre-hire documentation and processes
- Draft and issue offer letters
- Execute onboarding procedures in line with company policy
- Coordinate IT, security, and facilities setup for new hires
- Conduct employee orientation and maintain training records



- Set up new hires in the timekeeping system and other HR platforms
- Manage new hire documentation, benefit enrollment tracking, and perform 30/60/90-day check-ins
- Monitor and track completion of PHI and Security Awareness training
- Maintain accurate and confidential employee files
- Manage and update I-9 records, including re-verifications
- Ensure job descriptions are current and compliant
- Plan and support employee engagement activities
- Oversee the employee charity committee and related initiatives
- Coordinate and conduct employee training sessions for new processes
- Organize annual company events, including holiday celebrations
- Send birthday and work anniversary cards to employees
- Administer annual performance review process
- Distribute and track acknowledgments for policies, handbooks, and required training
- Oversee timekeeping systems and troubleshoot employee time entry issues
- Maintain and update HR process and procedure documentation
- Manage employee leaves of absence and associated documentation
- Ensure HR and labor law postings are current and compliant
- Support handbook updates and draft or revise policies in consultation with General Counsel
- Serve as the first point of contact for employee HR-related concerns
- Monitor legal and regulatory developments and recommend process updates
- Collaborate with Payroll Manager on employee and payroll-related tasks
- Assist with benefits administration and open enrollment processes
- Provide general office administrative support
- Escalate legal or compliance issues to General Counsel as appropriate
- Perform other duties as assigned

Qualifications:

- Proficiency in Microsoft Office Suite, including Excel and Word
- Strong organizational and time management abilities
- High attention to detail and accuracy in data entry
- Demonstrated ability to handle confidential information with discretion
- Critical thinking and problem-solving capabilities
- Able to work independently while also contributing to a team environment
- Flexibility to adapt to changing priorities and multiple tasks
- Strong interpersonal and communication skills
- Consistent adherence to company values, privacy, and security policies
- Reliable remote work setup, including secure workstation and compliance with privacy protocols

Benefit Allocation Systems, LLC is an Equal Opportunity Employer for all protected groups under applicable federal, state and local laws, including protected veterans and individuals with disabilities.