



Bioanalytical & Biomarker Services

## Human Resources Associate

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**KCAS Bioanalytical & Biomarker Services** is seeking a Human Resources (HR) Associate to assist with a variety of processes within the HR department of a growing organization in Shawnee, Kansas. KCAS is a contract research organization (CRO) providing bioanalytical & biomarker services to pharmaceutical clients in support of drug developments, preclinical and clinical studies.

This job ad is meant to provide a brief overview of the nature and level of work being performed and does not imply that these are the only duties to be performed.

### **Position Summary:**

Under supervision, the HR Associate performs work in human resources, benefits administration, payroll, and recruiting.

### **Key Job Responsibilities:**

Typical responsibilities of HR Associate may include, but are not limited to, the following:

- Enters personnel information into and maintains human resources information system (HRIS) records and compiles reports from the database when needed.
- Responsible for the preparation and processing of payroll.
- Assists with recruiting, onboarding and offboarding.
- Provides clerical and operational support to the Human Resources department.
- Maintains high standards of confidentiality of all employee records and information.

### **Education and Experience:**

High School Diploma or equivalent with 3 years of related experience.

Associates or Bachelor's degree with 2 years of related experience.

Proficiency with productivity software programs such as word processing, databases, spreadsheet programs, and communications software.

### **Knowledge:**

- Processing Payroll for a medium-sized company.
  - Filing documents with confidential information.
  - Completing data entry.
  - Ability to multi-task and follow instructions while maintaining a high level of attention to detail.
  - Effective verbal and written communications skills, and effective presentation skills.
  - Communicating with current and prospective employees in a way that supports the Company Brand and promotes the Company Mission, Vision, and Values.
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