

## Human Resources Administrator

*Join the dynamic and collaborative team at Katalyst Data Management! Katalyst is seeking an HR Administrator who has great organizational and relationship skills. This is an exciting opportunity to play an integral role in administrative expectations and company hiring goals. Qualified candidates will bring a strong attention to detail and the ability to multi-task.*

- **Located in Houston**
- **8.00am – 5pm Monday to Friday**
- **Full-time position**

### **The Company**

Katalyst Data Management is the global leader in hosted subsurface data management solutions for the oil and gas industry. From data capture and verification, to data storage and organization, to marketing data online, our specialized data services cater to large multinational corporations, national governments and small independents. Katalyst's web-based iGlass services and their related controls, including system redundancy, are key differentiators in providing and maintaining high availability, 24/7 access for customers. Innovation and commitment has enabled Katalyst to provide excellence in both technologies and service qualities.

### **Key Responsibilities and Accountabilities**

As Human Resources Administrator, you must possess exceptional attention to detail. The HR Administrator provides administrative support to HR functions such as record keeping, file maintenance, HRIS entry and recruitment. An excellent HR Administrator is an organized and competent professional, with outstanding communication skills. In this role, you should be comfortable dealing with people, while carrying out HR duties with accuracy and speed.

### **Key Responsibilities**

- Prepare recruitment materials and post to appropriate job boards and websites.
- Perform recruitment activities; reviewing resumes, setting interviews and evaluating candidates while maintaining related records.
- Assist with employment onboarding to newly hired staff.
- Assist with creating job descriptions and wage banding.
- Write, revise, edit and proofread company policies and procedures as needed/requested.
- Arrange exit interviews between terminating employees and Director, Human Resources.
- Update HRIS with additions and changes.
- Maintain organized filing systems, both hard copy and electronic.
- Follow office and department workflow procedures to ensure maximum efficiency.

### **Skills Required**

- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism
- Strong MS Office Suite skills (Excel, Word, and Outlook)
- Critical evaluation

### **Required Education and Experience**

- High-school diploma or equivalent, some college preferred
- 1 year experience in human resources
- Working knowledge of standard office equipment

### **To Apply**

Applications can be emailed in confidence to [jobs@katalystdm.com](mailto:jobs@katalystdm.com)