

Ioneer Role Profile

Job Title: HR & Public Affairs Associate Job Family: Admin Reports To: HRVP Location: Reno Office Function: n/a	Purpose: The primary purpose of this role is to provide support in the areas of Human Resources and Public Affairs. Secondly, this role provides general admin support to a small office for a dynamic and growing start-up mining company.
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Core Accountabilities/Duties

- Human Resources:
 - Administer employee information via interface with payroll/HR Information System provider Paylocity.
 - Hire employees, terminate employees, administer leave banks/pay, transact international stock vesting, manage onboarding checklist, etc.
 - Run payroll via interface with Paylocity payroll system
 - Review, reconcile and approve monthly health and welfare benefit invoices from insurance carriers.
 - Support/coordinate annual HR cycles/program (Benefits reenrollment, annual pay adjustments/bonuses/stock grants, vacation administration, etc.)
 - Manage housing accommodations in Dyer, NV
 - Support coordination of large team meetings (hotels, catering, dinners, etc.)
 - Handle other miscellaneous project oriented assignments.
- Public Affairs
 - Daily monitoring and reporting of social media comments/reports about Ioneer
 - Preparing creative posters, etc. for public/industry engagements (with support from consultants).
 - Support the coordination of community engagements in/near Dyer NV.
- General office administration and support to professional team:
 - Perform as office receptionist
 - Help pull together administrative documents, reports, etc.
 - Run errands in support of busy professional staff
 - Ensure office supplies are maintained
 - As needed assist with expense statement
 - As needed fill lunch orders, make dinner arrangements, etc.
 - As needed assist with travel arrangements (very light)
 - On a daily routine basis, these tasks are light (they increase when meetings take place in Reno)

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Prime Challenges

- loneer is a small start-up company with several leaders working remotely, consequently the incumbent must be disciplined and a self-starter.
- Workloads run in peaks and valleys
- Roles are not always clearly defined, requiring inquiry.

Primary Roles Supported

- HRVP, Public Affairs Director & Manager (2 people), Sr. VP Ops & Engineering

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Job Related Competencies

- Previous experience running payroll through major HRIS provider
- Accuracy and documentation is a requirement (for certain critical duties)
- Very well organized, prioritizes work well, allowing for work to be performed proficiently
- Adapts to new computer systems easily
- Strong Microsoft product capability (Word, Excel, PowerPoint)
- Excellent coordination skills
- Professional appearance
- Privacy, maintaining sensitive and confidential data

Behavioral Competencies

- Highly motivated self-starter with technical and personal initiative
- Ability to envision what work, duties, tasks need to get done and plan those activities.
- Be flexible, willing to shift priorities as needed
- Positive/upbeat, (glass half full)
- Very good interpersonal skills, building excellent relationships, good team player
- Desires to work in a start-up where policies are not all established.
- Desire to support others
- Works with others in an open manner, accepting of others' approaches.
- Good analytical, logical reasoning and problem-solving abilities.
- Good planning, organization, and prioritisation skills.
- Delivers results, gets things done

Qualifications

- High School
- Experiences and education that would help a candidate be a strong fit for this role includes:
- High school graduate and/or an associate degree
- Accounting/bookkeeping experience
- Payroll/HR experiences
- Event planning, coordination and execution.

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