# Job details

Blue Light Aquarium is all about its employees and its animals. When you’re here, you’re part of our *ﬁn*-tastic family!

The new human resources hire will assist the vice president of human resources in all aspects of the employee lifecycle. They’ll be the go-to person for all employee concerns and will assist the VP with management tasks like onboarding and communicating with VIPs.

# About the company

The Blue Light Aquarium is an accredited aquarium that over 400 species of ﬁsh, birds, mammals, and other creatures call home. Every year, we educate over 300K visitors about sea life and the preservation of our beautiful oceans. We’ve also teamed up with Conservation International and Defenders of Wildlife to help protect our oceans, and we’re a proud member of the World Association of Zoos and Aquariums.

# Role

* Oversee employee performance and collaborate with management to evaluate underperforming employees
* Ensure employee compliance with all company policies and state/federal regulations
* Maintain employee records and update as needed
* Update company policies and beneﬁts package
* Facilitate communication between management/department heads and employees
* Co-manage, schedule, and organize meetings along with VP
* Educate employees on company beneﬁts and rewards
* Assist management with corrective action, conﬂict resolution, and accidents

# Beneﬁts

* $68k–86k annual salary
* Health, vision, and dental insurance
* Disability insurance
* 401(k)
* Paid time off & family leave
* Family discounts on aquarium entry and merchandise

# Qualiﬁcations

* Bachelor’s in human resources management
* Preferred 3 years HR experience, minimum 1 year
* PHR certiﬁed
* Intermediate experience with Microsoft Ofﬁce Suite
* Intermediate mathematical skills
* Strong written and verbal communication skills