



Job Title:	HR Operations Specialist (EE Lifecycle & HRIS)	Pay Class:	Full Time
Department:	Human Resources	Pay Type:	Hourly
Reports To:	Director, HR Operations	FLSA Status:	Non-Exempt
JOB DESCRIPTION			

Eagleview, the leader in aerial imagery, is hiring an HR Operations Specialist. We are a fast paced, energetic team driven by continuous process improvement. We're looking for motivated, organized, and independent team members. This position requires good communication skills and the ability to quickly pick up new technologies.

We are hiring an HR Operations Specialist to play a key role in delivering efficient, high-quality HR support and fostering a positive employee experience. Reporting to the Director of HR Operations, this role is responsible for executing and optimizing core HR processes across the employee lifecycle, including HRIS management, onboarding, offboarding, leave of absence administration, and personnel changes. The ideal candidate brings a strong foundation in HR operations, a high level of attention to detail, and the ability to manage multiple priorities with accuracy and discretion. They are proactive, solutions-oriented, and committed to continuous process improvement and operational excellence.

Essential Duties & Responsibilities:

General:

- Serve as the primary point of contact for HR inquiries, managing the HR mailbox and ensuring timely, accurate, and high-quality responses to employees and managers.
- Own HR intake and workflow management, including triage and execution of employee lifecycle transactions (job, pay, and personnel changes) in ADP with accuracy, timeliness, and proper documentation.
- Provide support to employees on HR matters, including benefits, leave of absence, accommodations, and policy interpretation, ensuring consistent and compliant application of policies and escalating complex issues as needed.
- Own and manage the HRIS (ADP), including establishing best practices for data structure, field usage, and overall system efficiency.
- Coordinate onboarding and offboarding processes, ensuring all documentation, system updates, and compliance requirements (including I-9 and E-Verify) are completed accurately.
- Participate in New Employee Orientation, including presenting HR onboarding information.
- Administer employee programs (e.g., Tuition Reimbursement, Employee Recognition), including platform management, reporting, and reward coordination.
- Document and continuously improve HR processes, workflows, and standard operating procedures.
- Participate in other duties, as assigned.

Leave of Absence (LOA):

- Oversee leave of absence cases, coordinating with the third-party administrator and leave management system to ensure accurate and timely processing.
- Manage leave tracking, pay coordination, and benefits billing, ensuring accuracy and compliance.
- Provide guidance to employees and managers on leave policies, processes, and return-to-work planning.

Payroll, Benefits & HR Data Support (Backup Coverage):

- Provide backup support for payroll and benefits administration, including coordination with external partners.
- Support operational and data-related needs during peak periods or coverage gaps.
- Prepare and validate HR data for reporting and audit requests.

Required Experience:

- Bachelor's degree or equivalent combination of skills and experience.
- 4+ years in HR Operations, HR Administration, or a similar role.
- Strong understanding of HR operations and the employee lifecycle.
- Proficiency in HRIS systems, with a focus on data integrity, reporting, and process efficiency.
- Excellent communication, organization, and time management skills, with strong attention to detail and the ability to handle sensitive information with discretion.
- Demonstrated ability to think creatively, challenge the status quo, and drive process improvements.

Preferred Experience:

- Experience with ADP Workforce Now
- Experience in a multi-state or multi-entity environment.
- Exposure to payroll processes and leave of absence administration.
- Demonstrated ability to identify process improvements and support system enhancements.
- Experience working in an evolving environment.

This job description is not an exclusive or exhaustive list of all job functions that a workforce member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced, or delegated by management to meet the business needs of the company.

The compensation offered to the successful candidate will be based on a variety of factors, including but not limited to, the candidate's work experience, education and licenses, work-related training, key skills, the core duties of the role and its associated responsibilities, additional benefits offered, and the location where the work will be performed. All Fulltime (30+ hours) employees are eligible for PTO, Sick, and Parental Leave; Medical, Dental, and Vision Insurance; 401(k) Plan; Health Savings Account; Life Insurance; Employee Assistance Program; Pet Insurance. **(INSERT PAY TRANSPARENCY)**.

As an Equal Opportunity and E-Verify Employer, Eagleview Technologies does not discriminate on the basis of any legally protected status or characteristic. Protected veterans and individuals with disabilities are encouraged to apply. We are committed to giving all applicants equal opportunity to participate in the application process and are open to discussing reasonable accommodations for candidates with disabilities.