



What does it mean to be a part of Roundrock Technology? It means you are a part of something special. As the premier provider of IT for the entertainment industry, every day is different. We are the best in the biz, and to be the best you need a strong team. If you are a person that enjoys creating order out of chaos, thrives under pressure and gets a thrill in solving problems that seem impossible to fix, then you want to be a part of Roundrock Technology.

Headquartered in Raleigh, North Carolina, our teams feature an elite collection of event production professionals, logistics gurus, expert network engineers, and a support team you can count on. We are a work hard/play hard type of company that thrives on innovation. Our high-level corporate events, Esports focus, venue network installations, coupled with our extensive experience in music festivals such as Lollapalooza, Firefly, and iHeartRadio events makes Roundrock Technology a much sought-after resource for the best talent in the industry. **We are currently interviewing candidates for HR Specialist/Office Admin position.**

Responsibilities:

This position is based in our Raleigh office headquarters. The core duties of this role include general administrative office duties with an HR focus. Examples of such duties include: assisting in the recruitment process, onboarding new hires, facilitating open enrollment of benefits, and processing bi-weekly payroll. The HR Specialist/Office Admin will maintain the office intranet content, create an employee newsletter, assist with employee event planning, and company-wide communications. This position is responsible for supporting facility needs, purchasing office supplies, and scheduling vendors for office maintenance and repairs. This role will maintain electronic and paper files. General project administration and research duties will be assigned as needed. This position will facilitate pending time off requests and maintain the PTO calendar. This role will support the Project Team with administrative support for upcoming jobs and projects as needed.

Requirements:

Previous work experience facilitating benefit plans and open enrollment efforts is preferred. Ideal candidates will have experience recruiting talent, running payroll, and supporting facility needs. Candidates must be proficient in the use of Microsoft Office Suite and Adobe Acrobat. The ability to lift 25lbs and organize shelves at various heights is required. Candidates should have 2+ years in a similar Human Resources or office management role. Excellent organizational and communication skills are required.

Roundrock Technology offers full-time employees a benefits package including: Medical/Dental/Vision/Life Insurance/Short-Term and Long-Term Disability coverage and Paid Time off.

To apply for this position, send your resume to [staffing@roundrock.tech](mailto:staffing@roundrock.tech)