



Human Resource Administrator

The Organization

New Energy Nexus is an international non-profit organization that supports clean energy entrepreneurs with funds, accelerators and networks. We started in California and have expanded operations into China, India, Southeast Asia, and East Africa. **Our mission is to support diverse entrepreneurs to drive innovation and build equity in the global clean energy economy.** Our goal is to support 100,000 startups to succeed by 2030 – a decisive decade in our collective struggle with climate change. With our network, we directly boost hundreds of entrepreneurs annually while uplifting thousands more. Since 2004, New Energy Nexus (up until recently known as California Clean Energy Fund) has leveraged billions in investment, invested in 100s of clean energy enterprises, and launched industry leading centers for solution collaboration. Learn more at www.newenergynexus.com.

The Opportunity

New Energy Nexus is looking for a **HR Administrator** to support our **Chief People Officer** at New Energy Nexus in maintaining proper employee records as well as various HR initiatives aimed at creating greater engagement and effectiveness within the organization.

This job could be remote or located in Singapore.

The Ideal Candidate

New Energy Nexus seeks a HR Administrator to perform administrative tasks and services to support effective and efficient operations of the organization's human resource department:

- Enjoy working with people
- Be patient, tactful, diplomatic and approachable
- Be able to stay calm in difficult situations
- Have good commercial awareness
- Have good spoken and written communication skills
- Be confident about gathering facts and statistics
- Respect the importance of confidentiality, as you will be dealing with employees' personal details
- Have good organising skills
- Have problem solving skills
- Be able to work as part of a team



- Be able to work accurately, with good attention to detail
- Be able to use databases, spreadsheets, word processing and accounts packages

This role will entail work up to 40 hours per week. Duration is a minimum of 4 months with possibility of extension.

Duties and Responsibilities

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

Preferred Qualifications & Skills Requirements

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite and other tools like Slack, Dropbox and Asana etc.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.



How to Apply:

To apply, please send a cover letter and CV to talent@newenergynexus.com

The subject line email of the application should follow this format:

NEX_HR_Administrator_FirstName_LastName.

Applications will be accepted on a rolling basis. Short-listed candidates will be contacted for interviews. Thank you for considering joining our team!

New Energy Nexus values and celebrates diversity among our employees and in our movement and knows that's the way we're going to win big. We are an Equal Opportunity Employer - all qualified applicants will receive consideration without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, family/marital status or veteran status. All qualified candidates are encouraged to apply as soon as possible. We will compensate competitively, provide good benefits and a supportive culture.