

Job Title:	HR Generalist	Status:	Full-time
Reports to:	President	Classification:	Exempt/Salaried
Location:	Lafayette, LA	Closing Date:	June 2018
# of positions:	1	Anticipated Travel:	15%

TIGA is an operational technology systems integrator based in The Woodlands, Lafayette, Dallas and Denver. We believe that systems integration is a fundamental component to leveraging new and well-established technologies against operational problems that exist within the upstream, midstream and downstream oil and gas sector. Our objective is to be a trusted service provider capable of integrating our clients Control Systems, Industrial Networks, SCADA Systems, Decision Support Systems and integrating the Real-Time and Custody Transfer Data into the Enterprise.

TIGA's core service offerings are:

- Automation
- SCADA
- Data Infrastructure
- Enterprise Solutions

**Summary:**

TIGA is seeking an HR Generalist to provide professional and administrative support to the organization for the overall human resource function.

**Responsibilities:**

- Human Resources
  - Benefit Administrator
  - Employee Relations
  - Administer background check and drug and alcohol testing programs
  - HR policies and corporate guidelines
  - Compliance with local, state and federal employment laws
  - Understand the fundamentals of employment visas
- Recruiting
  - Create and post job descriptions
  - Organize interviews with supervisors
  - Extend job offers
  - Conduct new employee orientation
- Executive Assistant to Chairman and President
  - Calendar management

- Board and Director matters – keep Minute Book updated, take minutes during quarterly Board of Director meetings and other corporate matters as necessary.
- Administration
  - Office needs and lease renewals
  - Safety administration, to include OSHA compliance
  - Property and Casualty insurance
  - Dun & Bradstreet
  - Marketing
  - Legal
- Coordination with Accounting Administrator
  - Serve as back-up for payroll
  - Some accounting

### **Minimum Requirements: Experience, Educational & Special Training**

- Bachelor' Degree in Human Resources or related business field. Experience will be considered in lieu of degree/education requirements.
- 3 – 5 years of HR Generalist experience, QuickBooks experience is preferred.
- Proficient in Microsoft Office (MS PowerPoint, MS Excel, MS Word, MS Outlook).
- Must be a detail-oriented, results-driven individual with a commitment to quality, accuracy and the ability to organize and prioritize workloads to meet deadlines.
- Must possess strong interpersonal and excellent communication (written and oral) skills.
- Strong analytical, problem solving, technical, and functional skills with the ability to multi-task and be willing to learn.
- Must be able to work collaboratively and cooperatively, take direction, work well in a team environment, and interact with all levels of management, engineering, systems, operations and field personnel.
- Ability to multitask and demonstrate flexibility in managing multiple projects.

### **Work conditions:**

- Position will primarily work in a typical office environment. Subject to time pressures and constraints and is also dependent on input from others.
- Will need to travel to the office in The Woodlands, TX once a month for 2 - 3 days.
- Subject to a background check, as well as drug and alcohol testing, per applicable federal regulations.

Please submit resumes to JoElla Jackson, HR Manager, [joella.jackson@tiga.us](mailto:joella.jackson@tiga.us)