

Trolion is leading the development of next-generation mobile marketing platform on various smart phones. Our LBS (Location Based Services) platform involves Social/Mobile/AR Technologies built on a game layer. We are looking for a personable Human Resource assistant for a part-time position and an opportunity to offer full time position in the future.

Job Requirements:

- BA/BS degree preferred
- Strong customer service experience
- Must be proficient in Word, Excel and PowerPoint – knowledge of the full Microsoft Office suite is a plus.
- Excellent written and verbal skills
- Aptitude to demonstrate excellent common sense, judgment and sense of urgency and confidentiality
- Ability to work independently
- Ability to take initiative

Job Type:

- Part time

Job Responsibilities:

- Oversee all on boarding of new employees and contractors: conduct New Hire Orientations, process all paperwork including background checks, enter new hires into payroll, maintain employee files, manage employee leave and PTO, etc.
- Must have a good understanding of FMLA, CA and Multi-State wage and hour laws, EEO, UI, etc., and must be able to keep up to date with and communicate changes.
- Address basic benefit and payroll related questions for employees
- Respond to basic inquiries regarding policies, procedures, and programs
- Assist in recruitment, including posting jobs, conducting phone screens and reference checks, and scheduling interviews
- Maintain positive working relationships with employees and managers
- Prepare employee separation notices and related documentation, and assists with exit interviews
- Event planning from start to completion for picnics, Holiday party, etc.
- Provide HR and Payroll related reports to the HR Director
- Perform other administrative tasks such as filing

Compensation:

- Negotiable

About Trolion Apps Inc.:

Trolion is a well-funded, fast-growing Location Based Services start-up in the Los Angeles Area. We provide a unique marketing platform that empowers merchants to reach receptive customers in real time, and implement dynamic and targeted marketing campaigns. Trolion already has a rapidly growing network of merchants and potential clients ready to utilize our value added marketing solutions. Our management team is young and casual, as is our work atmosphere. We are a metrics driven company but pride in our employees' culture, and intent on bringing happiness to customers more than anything else! We are strong believer in social contributions and CSR initiatives.

To Apply

- Please email your resume and cover letter to HR@Trolion.Com . Thanks!