



## Data Site Inc.

### Company Profile

Datasite is a boutique top level company with a global reputation for delivering specialised critical infrastructure support systems in advanced high-tech facilities.

Datasite monitoring systems are currently in place in Data Centers across 4 continents with exponential business growth; including the exciting new field of Data Center specific power generation plants.

### Contact

Interested candidates please contact:

<https://datasiteinc.com/>

Michael Cione

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### Position:

Jr Project Management/HR Officer

### Location:

North America

### Role Summary:

This will be a fully remote position and will be a hybrid role within our PMO. The role will assist in project workflows, data analysis and reporting, resource management, order tracking and project support. This role will have a heavy HR emphasis, overseeing many aspects of our HR needs.

### Key Responsibilities:

*Recruitment and Selection:* Managing the hiring process, sourcing candidates, conducting interviews, and onboarding new employees to ensure the organization has the right talent in place

*Employee Relations:* Fostering a positive work environment while ensuring fair treatment and adherence to company policies

*Training and Development:* Identifying training needs, implementing development programs, and creating career pathways to enhance employee skills and performance

*Compensation and Benefits:* Administering payroll, managing benefits programs, and ensuring competitive and compliant compensation structures

*Project Management:* Oversee project workflows and assist in ensuring project leaders have the support they need. Track orders and ensure delivery of equipment

### Minimum Requirements

*Education:* A bachelor's degree in Human Resources, Business Administration, or a related field

*Skills:* Strong communication and interpersonal skills, organizational abilities, and decision making

### Desired Qualifications

*Experience:* Experience in HR roles or internships, project management experience, utilizing Deel for personnel management

*Education:* certifications like PHR or SPHR are a plus

### What's on Offer:

- Competitive salary
- Medical, Dental, Vision
- A boutique, dynamic and exciting team with projected growth
- Exciting projects on the leading edge of the dynamic Data Center industry.