

International Program Specialist

Americas (virtual)

Responsible from engagement to invoice processing for international clients employing workers in North America. Areas of responsibility will include broad knowledge of compliant, cross-border hiring requirements for employee agreements, benefit programs, onboarding, payroll and invoicing as well as the ability to quickly resolve issues with utmost care. Requires focus on quality of employee experience.

What you'll get to do:

- Analyze and communicate with clients on all aspects of the hiring and employment processes
- Facilitate employee onboarding, data entry into People2.0 systems
- Candidate follow-up, present offer letters, agreements and or schedules for electronic signature
- Administer background and drug tests, as required
- Provide Human Resources support to clients and business development team regarding questions on benefits
- Collaborate with Human Resources department to establish client-specific health insurance plans
- Work with Human Resources to establish time off accruals as necessary using required forms
- Set-up end clients in People2.0 systems including work location, workers comp codes and sales tax
- Process employee payroll and billing weekly, semi-monthly or monthly according to predefined schedule
- Process employee expense reports including required receipts for employee payment and client invoicing
- Process retirement contribution billing and notify Human Resources per schedule for employee funding
- Reconcile employee and employer contributions according to plan documentation
- Run and distribute client financial reports per schedule
- Act as main point of contact for employees regarding onboarding, pay and benefits
- Manage risk by following compliance routines, processes, and controls to protect client and shareholder interests and maintain various databases, records, and reports
- Proactively contribute to improving company productivity and efficiencies by raising and escalating areas of opportunity and process improvement
- Meet both quality and production standards established by the company and department
- Work on special projects as assigned with Payroll and Human Resources team members

Skills and experience we value:

- Post-secondary diploma or degree in human resources and/or payroll
- Minimum of three (3) years related experience is required
- Experience working with international client stakeholders
- HRCI, PCP or similar designation is considered an asset



- Superior communication skills, both verbal and written
- Proven problem resolution for achieving quality client satisfaction
- Attention to detail and commitment to data integrity
- Ability to prioritize with exceptional time management skills to produce results in a fast-paced and dynamic environment
- Proficient Microsoft Office skills (specifically Excel, Word, Outlook)
- Professional manner and customer service focus
- Able to thrive both independently and in a team environment

Benefits and location:

- This position can be based in North America
- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Medical, dental, and vision insurance
- Retirement plan
- Many more ancillary benefits

How to apply:

Send your cover letter and resume to recruiter@people20.com and reference the job title and location.

About People2.0

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business. [People20.com](https://people20.com)

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.