

Human Resources Associate

Job Description: Senseeker is looking for a Human Resources Associate who will report to the CEO and work directly with the leadership team to manage the HR requirements of our growing portfolio of companies. This role is ideal for someone who enjoys supporting employees, collaborating across departments, and keeping HR operations running smoothly. The Human Resources Associate plays a key role in maintaining accurate records, supporting recruitment and onboarding, contributing to a positive employee experience, and will be the prime point of contact for our Professional Employer Organization (PEO) ADP.

You should be comfortable working in a relaxed small business environment and understand how to accomplish tasks independently when needed.

Required Education & Work Experience: Bachelor's degree in Human Resources, Business Administration, or related field with a minimum of five (5+) years of work experience.

Job Responsibilities:

- Recruitment activities, including posting job openings, scheduling interviews, and coordinating candidate communications
- Onboarding processes, including preparing new hire paperwork, orientation materials, and scheduling training
- Maintain accurate and up-to-date employee file records and HR databases
- Assist with benefits enrollment, changes, and employee inquiries
- Respond to routine employee questions regarding policies, procedures, and programs
- Prepare HR documents such as employment verification letters, reports, and forms
- Support compliance with federal, state, and local employment laws
- Assist with HR projects, audits, and departmental initiatives
- Research and prepare market talent compensation analysis and competitive pay reports
- Work in a shared service capacity with sister companies

Required Attributes:

- US person status required for this position, pursuant to the terms of government contracts with Senseeker*
- Exceptional verbal and written communication skills
- A high level of integrity and the ability to handle sensitive information
- Excellent time management skills with a proven ability to meet deadlines
- Ability to adapt to the needs of the organization and employees

Desired Attributes:

- Experience with ADP Workforce Now

Job Type and Location: Full-time in Santa Barbara, CA, USA

Salary Range: \$70,000 to \$90,000 annually depending on experience

Benefits: Paid time off, medical/dental/vision insurance, 401k with company match, flexible schedule, relaxed working environment, located in a great beachside community.



Submit your resume at www.senseeker.com or email it to careers@senseeker.com

* This position requires work on projects which are protected under US ITAR laws, consequently, only US Persons will be considered for this position by law. For this purpose, the term "US person" means an individual who is a citizen of the United States, a lawful permanent resident alien of the US (e.g., a "Green Card" holder), a refugee, or someone in the US as a protected political asylee, or under amnesty.

Senseeker is a wholly US owned transducer IC and cryogenic test solutions company. We specialize in the design of state-of-the-art digital readout integrated circuits, cryogenic test equipment, electronics and software. Senseeker's products and IP enable FPA developers to produce world class infrared image sensing solutions. We are located in beautiful Santa Barbara, CA, amid the west coast's hub of infrared and scientific image sensor companies. For more information see www.senseeker.com.

Senseeker Corp is an equal opportunity employer and considers qualified applications for employment without regard to sexual orientation, gender identity, gender expression, race, color, sex, creed, religion, national origin, age, disability, veteran status, or any other protected class.