

LUCID

Senior Associate, People

New Orleans, LA

Lucid is a research technology (ResTech) platform that provides programmatic access to first-party data. With respondents in more than 100 countries, Lucid enables anyone, in any industry, to survey online audiences and get the answers they need. These answers reveal the sentiments, motivations, and behaviors of target demographics – data that can be used to build business strategies, measure the impact of digital advertising, publish research, and more. Founded in 2010, Lucid is headquartered in New Orleans, LA with offices throughout the US, Europe, and Asia.

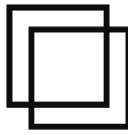
The successful candidate will be a self-starter who loves technology, automation, streamlining, and is organized, self-confident, and good at maintaining strong relationships at all levels of an organization. As a People Associate, you'll be accountable for the day-to-day HR administration, HR data processing, and general assistance to special projects overseen by People leadership. In addition to being smart, resourceful, and motivated to offer excellent client service to employees at all levels, you must also desire to help maintain the excellent work environment and employee culture at Lucid.

Responsibilities

- Assist with the day-to-day operations of the Talent Development team with a primary focus on employee Onboarding and success
- Maintain important HR documentation and records in a systematic way
- Use HRIS and Recruiting technology to support processes associated with the employee life cycle such as onboarding, benefits enrollments, employee record keeping, and job changes
- Co-manage payroll process with colleagues from finance team and global HR partners
- Conduct regular audits and ad hoc reports for problem prevention and resolution
- Constantly think of new ways to automate and scale the People process
- Serve as an important face of the People team; offer the best possible customer service to all employees, across all locations
- Champion company culture through event planning and other social initiatives
- Support the People team on important people management projects

Qualifications

- Bachelor's Degree in Human Resources, Business or a related field
- 1-3+ years of work experience, preferably in HR, client services or data
- A high degree of proficiency with Excel and other MS Office productivity tools; Experience with HRIS and Payroll systems; Most importantly a proven track record of learning technology fast and improving on current systems and process
- Ability to think critically, analyze and interpret data
- High attention to detail, organization and follow-up skills
- Must maintain confidentiality when dealing with employee information
- Strong desire to build relationships, work as a team, keep a positive attitude and embody the values of Lucid



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- Motivated, curious, and ambitious to grow your career within the People team

At Lucid we foster a collaborative and inspiring workplace. We pride ourselves in doing this by recruiting, hiring and retaining diverse, passionate, and forward-thinking talent. Lucid is committed to and encourages an inclusive environment and we are dedicated to providing equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. If you have a disability or special need that requires accommodation, please let us know.

Lucid's Hiring Commitment

We understand that many candidates may not be perfectly qualified for a job posting. Experience comes in different forms; many skills are transferable – and passion goes a long way. Even more important than your resume is a clear demonstration of dedication, impact, and the ability to thrive in a dynamic, collaborative environment. We want you to learn new things in this role, and we encourage you to apply if your experience is near the desired qualifications.

We also know that diversity of background and thought can enhance problem-solving and encourage more creative thinking, which is why we're dedicated to adding new perspectives to the team.

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