

Human Resources Representative

Endologix, Inc. is a developer and manufacturer of minimally invasive treatments for aortic disorders. The company is located in Irvine, CA, has over 300 employees and is listed on NASDAQ (ELGX). Since launching in the U.S. in 2005, Endologix has experienced average annual growth of 60%+ and was the top performing med tech stock in 2009. The Company's Powerlink® System is an endovascular stent graft for the treatment of abdominal aortic aneurysms (AAA). AAA is a weakening of the wall of the aorta, the largest artery in the body, resulting in a balloon-like enlargement. More than 2 million people in the U.S. have AAA, with 200,000 new cases diagnosed every year. If left untreated, AAAs become increasingly susceptible to rupture. The overall patient mortality rate for ruptured AAA is approximately 75%, making it the 13th leading cause of death in the U.S. More information is available on the Company's website at www.endologix.com.

Serve as Human Resources Representative for all general functional areas of the Human Resources department including compensation and payroll, benefits, employee relations, training and development and legal compliance.

Essential Duties and Responsibilities:

- Administer company payroll program
 - Semi-monthly payroll processing, resolve payroll discrepancies with employees, accounting and ADP
 - Daily compliance of ezLabor Timekeeping and attendance, point of contact for payroll Supervisors
- Administer company benefit programs
 - Process accurate enrollment and termination updates in a timely manner
 - Process COBRA for terminating employees to ensure compliance
 - Ongoing monthly reconciliation of billing statements to ensure accuracy and appropriate cost savings, point of contact with Accounting, Broker and benefit vendors
 - Support employees with benefit questions including, time off requests, LOA and established policies, benefits, forms, records and practices. Timely resolution of all employee issues.
- Conduct new employee orientations and exit interviews
 - Maintain accurate databases and complete employment files: Employee Action forms, I-9 documentation, medical correspondence and purging employee files to ensure compliance with legal requirements. Perform ongoing audit of employment files.
 - Coordinate new employee training programs; and training/Document Control, stock option/Accounting, telecom and computer/IT, credit card/Accounting, signage and business cards
- Responsible for responding to verification of employment requests and EDD unemployment claims
- Assists in developing and ensuring compliance with company policies and procedures
- Coordination of employee relations activities throughout the year: monthly birthday activities, employee newsletter, mid-year and end of year function
- Responsible for training and dotted line supervision of Receptionist and Administrative Assistant
- Administration of company security systems: coordinates security for employees, conducts necessary new hire and ongoing training, perform ongoing maintenance and troubleshooting
- Member of the Safety Committee: Safety meeting correspondence, coordinate employee and safety committee training, responsible for ongoing safety supplies and signage throughout the facility
- Perform other tasks and duties as assigned by the Human Resources Manager.
- Security system for the company, and managing the badge issuance for all employees, consultants and vendors.

- Organizing the new hire orientation documentation, ensuring that we have new hire packets ready on a days' notice, updating forms and policies accordingly, and assisting employees on a daily basis with forms and benefit information.
- Managing the timekeeping and providing support and guidance to the Supervisors

Education, Training, Skills and Experience Requirements:

- 2-5 years related experience
- High School Diploma or Bachelors Degree
- Strong communication and organization skills required
- Working knowledge of Microsoft Office, payroll and timekeeping software (ADP preferred)