



Navitas Semiconductor, Inc.

Job Description:

Title: HR Assistant

Reports to: Sr. HR Manager

In Office

Exempt ☐ / Non-exempt ☒

Based: Torrance, CA – Corporate Office

Job Purpose:

Navitas Semiconductor (Nasdaq: NVTX) is a high-growth, publicly traded technology company seeking a HR Assistant. The ideal candidate will be self-motivated, energetic, tech-savvy, collaborative, and understands the dynamics of a fast-growing company.

Key Responsibilities and Duties:

- Employee relations
- Acting as a resource for employee's HR questions
- HRIS management
- Creation and maintenance of job postings and job board accounts
- Pre-screening resumes and conducting initial phone interviews
- Organizing candidate on-site and remote interviews
- Assisting with onboarding of new hires
- Maintaining employee files
- Assisting with the employee review/performance management process
- Leave management
- Benefits; open enrollment, qualifying events, communicating with vendors, etc.
- Any and all other duties, as assigned

KSAOs:

- Ability to excel within a fast-paced, high-growth organization
- Eagerness to learn and grow within the HR field
- Demonstrated ability to manage a myriad of demands and prioritize effectively
- Experience with, and knowledge of, employee leave and applicable employee leave laws
- Ability to maintain accountability for actions (ownership of work)
- Eagerness to research/assist with research towards new initiatives and HR programs
- Basic understanding of full cycle recruiting

Requirements:

- Bachelor's Degree in human resource management or related field
- 2 years of direct HR experience

Position Qualifies for the Following Compensation

Base Salary: \$54,080 - \$70,720

Equity Compensation (RSUs)

Personal Performance Bonus

Company Performance Bonus