

Job Posting

HR Data Assistant

Location: Hybrid/Arlington, VA

The HR Data Assistant will support the Corporate HR team primarily through tracking, evaluating, and processing employee, benefit and financial data related to benefit plan administration, executive compensation, regulatory filings, and other HR activities.

Primary Functions/Duties:

- Support the lifecycle of data collection, entry, review, analysis, and maintenance across multiple HR work streams:
 - Work with vendors, business unit staff and other departments to gather and process data and reports.
 - Produce reports and statistical data as needed.
 - Maintain accurate records and ensure data is kept safely and securely per company policy.
 - Support data collection and analysis for regulatory reporting efforts.
- Document processes and work product for audit and cross training purposes.
- Support executive compensation processes, including assisting in preparing materials for the compensation committee of the Board of Directors and regulatory filings.
- Administer complex HR and benefits invoicing process.
- Provide support for departmental mailings (e.g., retirement plan, Open Enrollment, COBRA, and Retiree mailings).
- Perform other related duties as assigned.

Requirements:

- Bachelor's degree or equivalent experience
- 2-3 years' experience working in accounting, human resources, or related field; experience working for a public company preferred
- Must be able to work onsite in our Arlington, VA office two to three days per week
- Experience with process improvement and automation
- Strong analytical and problem-solving abilities, ability to demonstrate judgment and communicate observations and insights from multiple data sources
- Prior experience working with databases and reporting systems, such as HRIS, preferred
- Ability to create reports to extract meaningful data, along with the ability to review, manipulate and analyze data for accuracy. Must be able to determine how to combine data from multiple disjointed systems, and address missing data or discrepancies between systems
- Strong technology skills, including proficiency in Microsoft Excel and Google Workplace

- Excellent organizational skills and attention to detail
- Absolute discretion in handling sensitive and confidential information; strong integrity and ability to exercise good judgment
- Ability to work independently, collaborate and build strong working relationships across the organization
- Ability to prioritize and balance multiple tasks or projects

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.

The Company

Headquartered in Arlington, Va., Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; online, print, and local TV news; home health and hospice care; manufacturing, digital marketing, restaurants, and other emerging operations. Graham Holdings Company delivers quality products and services to today's students, viewers, customers, patients, and advertisers. What unites our Company is a commitment to excellence across all of our business lines.

Our People and Culture

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated, and celebrated. This is a core tenet of our Company. While not perfect, we won't stop trying.

Graham Holdings - Diverse Companies - Diverse People - Shared Values

Best-in-class Benefits!

You deserve to thrive at home and at work, and it's not always easy. Graham Holdings Company recognizes that wellness is a journey that requires flexibility and exceptional resources to help. That's why we offer industry-leading benefits to our employees including:

401(k) and pension plans with generous company contributions starting at 6.45% up to 9.25% with tenure, comprehensive PTO, including 4 weeks' vacation to start, family leave as well as short and long-term disability, flexible schedule/remote work, \$5,000 in adoption assistance, \$5,250/year tuition assistance plus tuition discounts, [3 medical plans](#), 2 dental plans, vision discounts, life and accident insurance, health and dependent care spending accounts, health savings account, legal plan, employee discounts & deals and more.



In addition, Graham Holdings plans provide the following wellness support services to participating employees; many at no cost:

- Student debt resources from [Candidly](#)
- Pregnancy and family-building support from [Maven](#)
- Up to \$20,000 for fertility treatment
- Up to 4 free behavioral health visits through our Health Advocate EAP
- Telehealth for primary care, mental health, and dermatology services
- Virtual physical therapy from [Hinge Health](#)
- 24/7 nurse support line from Aetna
- Medical advice, including second opinions, with [2nd.MD](#)

**For consideration send resume, cover letter and salary requirements to:
careers@ghco.com**

Graham Holdings Company is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity/assignment, disability, genetic information, marital status, national origin, pregnancy, or maternity status, protected veteran status, or any other legally protected basis, in accordance with federal, state, and local applicable law.

March 27, 2023