

Human Resources Specialist

JOB DESCRIPTION

Purpose: This position is responsible for confidential administrative functions for the Corporate Human Resources department. Primary duties include coordinating, compiling, prioritizing and executing various HR, benefits and payroll processes for the company. Serves as initial contact and resource for employees and managers regarding HR issues, questions and concerns, while maintaining solid working relationships and building credibility with employees.

Reports to: Corporate HR Manager

Status: Non-Exempt

Essential Responsibilities:

1. Process accurate and timely bi-weekly payroll for all employees, including garnishments, commissions, benefits and other earnings and deductions according to established procedures.
2. Process and maintain employee personnel records (hard copy and electronic), enter employee data into HRIS in a timely and accurate manner; run reports to audit records and maintain data integrity.
3. Assist in recruiting efforts and facilitate the recruitment process; post open positions using a variety of mediums such as internal and external web sites, job boards and other media, and professional organizations.
4. Facilitate new employee orientation and introduce new employees to organizational policies, procedures and benefits.
5. Maintain HR and Benefits information on employee intranet.
6. Assist with compliance and regulatory reporting (EEO-1, OSHA, etc.).
7. Collaborate with HR team with education and communication tools for employees and managers regarding benefits, compensation, performance management, and wellness programs.
8. Provide exceptional customer service to employees and third party requests and questions; proactively solve problems and recommend ideas for process improvement and efficiency.
9. Assist with various human resources projects as needed.
10. Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge in human resources and payroll practices with demonstrated ability to handle high volume of confidential information
- Attention to detail and a high level of accuracy
- Strong analytical skills
- Solid computer skills and knowledge in Microsoft Office applications
- Must possess excellent oral and written communication, presentation, organization and problem solving skills
- Able to affect change and demonstrate flexibility and positive leadership
- Able to handle demanding schedules and multiple tasks within tight deadlines

Education and/or Experience:

Bachelor's degree in Human Resource Management, Business or related field with at least 2 years experience in a human resources role; prior payroll processing experience preferred. Any combination of education and/or work experience will substitute for minimum qualifications. Professional certification is a plus. Individual must have a general knowledge of all federal and state employment related laws.

Performance Standards: Employee will be reviewed on ability to achieve the outcomes stated above. The employee must work safely at all times and maintain the confidentiality of all department, company, and customer information.

Equipment/Materials Used: General office and computer equipment and materials.

Conditions of Employment: Occasional travel maybe required to support other facilities. The work setting consists of an office environment with suitable lighting, comfortable temperatures, and a low noise

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level. Employee should be able to sit and work at a computer for prolonged periods of the time. General vision and hearing. Employee must possess a valid driver's license.

Employment is on an at-will basis and may be terminated at any time, and for legal reason, with or without cause, either by the employee or the company.

I understand and I am able to perform the above mentioned job requirements.

Signature

Date