

# Position: Human Resources Administrator



Position Classification: Full time- Hourly/ Non- Exempt

Position Reports to: Human Resources Manager

Position Supervises: None

## Position Summary

The Human Resources Administrator performs various administrative duties affecting an employee's life cycle ranging from recruiting, background checks, hiring, new hire orientations, processing leaves of absences, benefits and W/C administration, terminations, and other activities.

## Responsibilities

Duties include but are not limited to the following:

### Essential function(s)

- Create job postings on all internal and external systems. Review and screen candidate resumes. Set up candidate interviews. Submit Predictive Index to candidates.
- Conduct background checks for all new hires, including processing reference checks and employment verifications and perform all new hire orientations.
- Process new hire and termination documentation for employees in accordance with State and Federal requirements. Responsible for creating and maintaining new hire, benefits, I-9, and other applicable files.
- Compose correspondence concerning Human Resource functions, i.e. offer letters, separation notifications, jury duty notifications, etc.
- Process EDD claims by submitting separation letters and supporting documents.
- Maintain HRIS and all files, including timely filing of all paperwork.
- Process benefits, 401(k) and other enrollments and terminations including conducting benefits orientations, contacting plan administrators regarding plan changes, processing all forms, and performing all COBRA-related activities.
- Act as liaison between the company, its brokers and insurance carriers and resolve any benefits-related issues or answer staff questions.
- Responsible for maintaining and processing the insurance bills including the timely notification of enrollment, termination, and changes to all carriers, adjust monthly bills and responsible for the proper payment of carriers in a timely manner.
- Responsible for processing all leaves of absences and coordinating employee returns.
- Under the supervision of the HR Manager, meet with brokers to obtain best plans/quotes for insurance and workers' comp renewals. As necessary prepare all necessary paperwork and reports for brokers/carriers.

- As needed, attend applicable meetings and committees including employee relations, safety, holiday party and other committees.
- Schedule staff meetings; prepare Caught in the Act awards.
- Assist HR Manager with staff updates.
- Responsible for all other administrative duties in relation to Open Enrollment including booking the event, communicating dates/times to staff, ordering supplies from carriers, hosting the meetings, and post event, distributing enrollment forms to payroll, brokers, carriers and employee files.
- Other duties as assigned by supervisor.

### Non-Essential function(s)

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- Act as liaison with other internal departments.

## Qualifications and Experience

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- Minimum 1 year experience working as a Human Resources Assistant, Coordinator or Generalist.
- Must have a strong familiarity with state and federal labor/employment laws including timekeeping, record keeping, LOA, W/C, etc.
- Multi state experience preferred but not required.
- Human Resources certificate preferred but not required.
- Very organized and detailed orientated.
- Ability to manage a high level of confidential information.
- Ability to accomplish multiple task priorities in a fast-paced work setting.
- Knowledge of PC and various software applications, including Word and Excel.
- Strong oral, written, communication, customer service and problem-solving skills.
- Ability to follow through on all assignments.
- A team player with ability to work well with all levels of staff as well as volunteers.

## Core Competencies

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### Integrity

To act with consideration of issues, ethically, confidently, in a style appropriate to the environment, beyond the basic necessities and consistently with a plan of action.

### Time Management

Human Resources Administrator use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for quick reference when completing tasks. A large part of time management for Human Resources Administrator is to understand the scope of a project before beginning work on it. They understand their tasks, why they are performed, and how they fit into the big picture.

### Communication

The Human Resources Administrator has strong communication skills. They provide regular updates to their managers, coworkers and external applicants and they communicate the status of their projects. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with

their manager. They have strong verbal and written communication skills and are adept and knowing which form of communication should be used in each situation.

### **Administrative Reports and Responsibilities**

Performs and facilitates execution of administrative activities and procedures for the operation of an office or facility.

### **Accuracy**

Performs tasks precisely and according to standards and procedures, and without errors. Proof reads work produced and/or checks products and services delivered thoroughly before handing it on to others, in order to eliminate waste. Maintains complete and precise records of work produced. Evaluates all data used in producing work thoroughly, in order to ensure reliability and accuracy. When issues present themselves, consults with others in order to ensure he/she has resolved them in the appropriate way. Enhances and/or maintains quality and service.

### **Team Work**

As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.

### **All IN**

Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action. Can meet organizational goals and customer expectations. Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Accepts responsibility for mistakes. Complies with established control systems and rules. Practices company's mission, vision and values. Is a key player in the company culture and promotes teamwork.

## **Education and Certifications**

- Bachelor's Degree preferred but not required.

## **Physical Demands**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a temperature controlled office environment.
- While performing the duties of this job, the employee is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier, and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.

- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

## Environment

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Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures. The noise level in the work environment is moderate.

## Work Schedule

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As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employee shall not work over 8 hours per day or 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 8 hours per day or 40 hours per week. Employee must also follow company's policies regarding required meal breaks.

# Acknowledgement for Receipt of

## Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

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### Employee Information

Employees Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Supervisor Information

Supervisors Name: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_