

JOB TITLE: Human Resource Administrator

DEPARTMENT: Human Resources
REPORTS TO: Human Resources Management
FLSA: Exempt
JOB GRADE: 11
DATE: August 16, 2017

SUMMARY:

This role is responsible for variety of tasks relating to employment, on boarding, benefits, payroll and performance management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as back up for processing the bi-weekly payroll by creating a batch of salary & hourly time punches, recording time off requests, process bonus and commission payments, running the various reports, research and resolve payroll errors and perform manual check calculations, along with all other payroll responsibilities, including all W-2 and health care reporting responsibilities.
- Assist employees with payroll related questions or issues.
- Run reports from payroll and reconcile benefit bills. Run reports to submit monthly and quarter metrics to manager. Supply needed reports to managers from payroll system.
- Administer leave programs. Assist employees in filing disability and workers compensation claims and work with the insurance carrier to gather necessary documents. Track and document leaves of absence and maintain medical records file. Maintain work place injury records for OSHA.
- Provide new hire orientation to regular new hires and mini orientation to temporary hires. Assemble orientation packets for regular new hires and temporary employees.
- Set up and maintain personnel, benefit and medical files.
- Strive to ensure employee understanding of benefit programs by regularly generating communication and counseling employees/dependents as situations arise. Resolve employee issues related to health and welfare plans. Refer difficult or very complex issues to broker as needed. Act as liaison with various insurance carriers and fosters effective relationships with client representatives. Prepare annual benefits statement.
- Process enrollments, changes and terminations in various benefit plans. Organize open enrollment. Make recommendations for benefit programs during renewal process.
- Issue termination letters and details to exiting employees. Draft and distribute COBRA notices at hire and termination. Administer COBRA transactions. Respond to claims of unemployment.
- Recruit for job openings. Work with hiring manager on requisition. Post openings internally and externally as needed. Review resumes and perform phone interviews and schedule interviews with hiring managers. Correspond with candidates. Draft offer letters and perform background screening.

- Assist with organization of company social events.
- Lead the wellness program initiatives for assigned location. Communicate wellness program benefits and activities to employees.
- Serve as a point person for external temporary agencies. Work to fill temporary requisitions for short term assignments.
- Attend company safety meetings and participate in Business Continuity Plan (BCP) meetings. Update fire exit listings for assigned location.
- Promote EAP to employees and send monthly newsletter.
- Set up and administer annual performance review process. Work with managers and employees on completing the annual cycle.
- Provide employee relations support. Identify and escalate trends and issues. Partner with manager to resolve issues.
- Ensure company compliance with the various laws and governing agencies. Attend training as needed.
- Work with 401K provider and auditors to perform annual plan testing in preparation for 5500 filings.
- HR related project work as assigned.
- Learns about Company's business as appropriate. Shows up to work on time and attends work as scheduled.
- All other duties as requested by supervisor or department head.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have excellent organizational and follow up skills.
- Must be proficient in use of MS Word, Excel, and Outlook. Working knowledge of Visio and PowerPoint preferred.
- Must be able to type at least 45 words per minute.
- Must be able to multitask efficiently and effectively.
- Must be trustworthy and able to keep information confidential.
- Must be able work with individuals at all levels of the organization.

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalency required, additional Business School training or Associates Degree preferred.
- 2-5 years HR and/or benefits experience is required.
- HRCI (PHR/SHPR) or SHRM (SHRM-CP/SHRM-SCP) certification strongly preferred.

LANGUAGE SKILLS:

- Ability to read, write and speak English
- Ability to compose reports and correspondence
- Excellent verbal and written communication skills

MATHEMATICAL SKILLS:

Knowledge of basic addition, subtraction, division and multiplication of numbers is required.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Lifting Requirement: 20 pounds

Lifting Limitation: 50 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.