

Position: Human Resource Specialist	
Department: Human Resources / Finance	Reports to: Controller
Job Classification: Non-Exempt	

JOB SUMMARY

The HR Specialist is responsible for performing duties on a professional level and works closely with management.

ESSENTIAL FUNCTIONS

- Administration of employee health and retirement plans company-wide to include enrollments and terminations. Processes required documents through providers to ensure accurate record keeping.
- Acts as liaison between employee and insurance providers to resolve benefit related problems to ensure effective utilization of plans and positive employee relations.
- Provides administrative support to human resources function as needed (e.g. correspondence generation, background checks, record keeping, HRIS entry).
- Coordinates scheduling and assists with the on-boarding of new hires.
- Maintains the company organization charts.
- Helps to maintain forms, policies and communications on the corporate intranet site.
- Assist management with updates of job descriptions and departmental position matrix.
- Maintains HR compliance posters for all locations.
- Assist with administration and analysis of employee surveys.
- Ensures employee records are up-to-date and in compliance with labor law regulations.
- Assists with the employee development plan process.
- Assists with the recruitment, interview and exit process.
- Acts as a resource to ensure understanding and compliance with benefit and HR policies and regulations. Keeps management advised of potential problem areas and recommends solutions as appropriate.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.

SECONDARY FUNCTIONS

- Payroll administration.
- Computer, peripherals and furniture/fixtures tracking for inventory control.
- Receivable and payable transactions.

MEASURES OF PERFORMANCE

- The employee will be depended on to report to work at the scheduled time. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee works effectively and relates well with others including management, colleagues, and individuals inside and outside of the Company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

QUALIFICATIONS

1. Bachelor's degree in business, human resources, or combination of education and experience, preferred.
2. Professional in Human Resources (PHR), preferred.
3. Experience with ADP Payroll Service, preferred.
4. Strong analytical and problem solving skills.
5. Superior verbal/written skills and presentation skills.
6. Good punctuation, spelling, grammar and attention to detail a must.
7. Strong interpersonal skills essential.
8. Strong knowledge and understanding of insurance regulations, plan designs and third party record keeping/administration requirements.
9. Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required.

This document does not imply these are the only duties to be performed by the employee in this position.