

# JOIN OUR TEAM

## WE'RE GROWING!

Are you **PASSIONATE** about creating an exceptional customer experience? Do you **CARE** about the details? Are you a team player who likes to **LEARN** new things? Do you **CRAVE** an environment of collaboration and enthusiasm? Do you believe that if something is worth doing, it's worth doing **RIGHT**? If this sounds like you, we would love to talk to you!

This position supports the company by completing complex and specialized human resources tasks including reviewing job applications from prospective employees, managing and overseeing records, benefits administration, and generating reports.

### Key Essential Functions and Duties

- Ownership of employee records, includes updating employee records on a timely basis, ensuring completion and accuracy of details such as employee contact information, job data, pay rates, organizational structure, and other key details.
- Maintains accurate records of active job openings and received applications; manages internal and external job postings.
- Working with hiring managers to understand their needs, reviews applications for entry-level and non-exempt positions; schedules and helps conduct interviews for various roles.
- Performs administrative and recordkeeping tasks related to staffing changes, which may include promotions, resignations, terminations, and leaves of absence.
- Administers employee benefit programs, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers or insurance brokers.
- Plans and supports company-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in retirement or benefits plans.
- Conducts or assists with record audits and mandatory reports, which may include I-9 audits, EEO-1 filings, payroll audits, and other compliance reviews.
- Leads reporting function, which includes generating various reports including headcount reports, turnover reports, benefit enrollment reports, etc.

### Experience

- Three or more years of human resources experience, required.
- SHRM-CP or PHR certification, preferred.

### Education

- High school diploma, required.
- Bachelor's degree or Associate's degree in a related field, strongly preferred.

### Skills

Should demonstrate abilities in the following areas:

- Exceptional teamwork and customer service skills
- Strong verbal and written communication skills
- Independent problem solving and planning/organization skillsets
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite
- Excellent administrative and organizational skills, required
- Working understanding of human resources principles, practices and procedures