



Job Description

Job Title: HR Admin
Reports to: Board of Directors
Department: Operations

Position Type: Full-Time
Work Hours: 7:30-4:00 (M-F)

Job Overview:

We are looking for an HR Administrator to support the Human Resources department, acting as the first point of contact for HR-related queries from employees and external partners.

The main administrative duties include maintaining personnel records, managing HR documents (e.g. employment records and onboarding guides) and updating internal databases. The ideal candidate has experience with HR procedures and can juggle various administrative tasks in a timely manner. The HR admin supports our employees while conforming to labor laws.

Responsibilities and Duties:

- Organize and maintain personnel records
- Update internal databases (e.g. record sick or maternity leave)
- Prepare HR documents, like employment contracts and new hire guides
- Revise company policies
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Create regular reports and presentations on HR metrics (e.g. turnover rates)
- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Arrange travel accommodations and process expense forms
- Participate in HR projects (e.g. help organize a job fair event)
- Administers employee health benefits company-wide. Benefit programs include: medical/dental, vision, leave of absence, etc.
- Acts as liaison between employees, insurance providers and to resolve benefit related problems and ensure effective utilization of plans and positive employee relations.
- Ensures plans are administered in accordance with federal and state regulations and plan provisions are followed.
- Manages annual open enrollment period during the month of May. Arranges for distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers. Conducts employee presentations. Processes changes within deadlines.
- Processes monthly billings from insurance providers. Reviews billings for accuracy, codes and advances for payment. Resolves discrepancies with carriers, payroll and the company. Completes reports for management as requested.
- Performs recruitment activities, pre screenings, and evaluates candidates for select positions at headquarters. Maintains records related to same.

- Assists with preparation of annual affirmative action plan.
- Employee resource page maintenance
- Process employee enrollment of staff development opportunities
- Writes, revises, edits and proofreads company policies & procedures and related documents as needed. Uses electronic benefits bulletin board and other vehicles to communicate information. Produces the Company telephone directory.

Performance Factor:

- **Attendance and Dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
- **Communication and Contact:** The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- **Relationships with Others:** The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Company. The employee exhibits a professional manner in dealing with others and works, to maintain constructive working relationships.
- Compile payroll data such as garnishments, vacation time and insurance deductions.
- Review electronic time clocks and review information for completeness and accuracy.
- Contact various department supervisors for any missing times.
- Updates job knowledge by participating in educational opportunities; reading professional publications.

Qualifications:

- Proven work experience as an HR Administrator, HR Administrative Assistant or relevant role
- Experience with HR software, like HRIS or HRMS
- Computer literacy (MS Office applications, in particular)
- Thorough knowledge of labor laws
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills
- BS in Human Resources or relevant field
- Strong analytical and problem solving skills.
- Good punctuation, spelling, grammar and attention to detail a must.
- Course work/seminar attendance in the benefits areas helpful (e.g. CEBS, ACA or related course work).
- Strong knowledge and understanding of insurance regulations, plan designs and third party record keeping/administration required.
- Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required.
- This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.