



# Human Resources Specialist

## Job Description

### General Purpose

The Human Resources Specialist is responsible for performing human resource related duties on a professional level and works closely with the Director of HR and COO. This position carries out responsibilities in the following functional areas: payroll, benefits and leave administration, onboarding, policy implementation, and employment law compliance. As the HR Specialist, you will interact with individuals throughout the firm and its multiple offices, including counterparts in our Beijing operations. This role requires you to be focused on delivering excellent service to our internal team members, a strong collaborator with our vendor partners, detail-oriented and effective at managing competing priorities.

### Primary Responsibilities

- Maintain HRIS system; ensure accuracy and timely editing of employee records
- Manage Bi-weekly Payroll; Ensure timely and accurate processing of payroll by implementing best practices and investigating any errors.
- Monitor benefit plan eligibility, review benefits with employees and process enrollments, cancellations or changes; organize annual open enrollment; monitor invoices, reconcile employee deductions to ensure accurate record-keeping.
- Resolve benefits-related problems to maintain positive employee relations
- 401(k) administration
- Coordinate new hire orientation
- Support the co-op program; responsible for managing offer letter, coordinating all new hire forms, and the onboarding schedule.
- Assist with performance review program; track individual goals.
- Assist in implementation of Learning and Development programs.
- Monitor and track employee leave requests, maintain the company PTO calendar
- Actively participate on the organization wellness team.
- Advise on organizational safety and working conditions including maintaining necessary records and files
- Identify legal requirements and government reporting regulations affecting human resource functions and ensure policies, procedures and reporting are in compliance; ensure compliance with USCIS I-9 Employment Verification; file EEO-1 report annually and maintain other records, reports and logs to conform to EEO regulations.
- Process requests for verification of mortgage, employment, benefits, and other employment information.
- Assists in the development and implementation of personnel policies and procedures; prepare and maintain the employee handbook.
- Maintain employee records, ensuring compliance with local, state and deferral laws; maintain human resource information system records and compile reports as necessary.

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#### Qualifications and Skills

- Excellent attention to detail and organizational skills
- Ability to critically assess information to proactively identify data issues and errors
- Demonstrated hands-on organizational skills
- Excellent interpersonal and communication skills
- Ability to deal with information discretely and professionally
- Strong written and verbal communication skills
- Proven ability to manage multiple priorities and meet deadlines

#### Experience and Educational Requirements

- A bachelor's degree in business administration or related field with specialization in Human Resource Management
- Experience with managing and administering payroll.
- Experience working with an HRIS system, specifically Paylocity.
- Knowledge of employment, compliance and regulatory laws and regulations
- Minimum of 5 years of experience in human resources
- Professional in human resources certification (PHR or SHRM-CP) preferred
- Experience in professional service organization, preferably architecture or engineering a plus

#### Physical Requirements

Stand, sit, or walk for an extended period of time or for an entire work shift. Perform other reasonable job duties as requested.

#### Organizational Relationships

1. Reports to: Director of HR
2. Other: Works closely with Direct of HR, COO, Finance, all employees,

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