



## **Summary:**

The part time (24 hours) Human Resources Administrator assists the Senior Human Resources Manager with the coordination, implementation and administration of human resource policies and procedures related to employment, associate relations, training, and compliance.

## **Essential Duties and Responsibilities:**

- Responsible for Company compliance with OSHA and Drug Free Workplace, including mandatory and non-mandatory training, fire drills and random drug screens as well as maintaining associate records related to this training and compliance.
- Assist with the associate recruitment process by identifying candidates, scheduling interviews, and performing reference checks.
- Coordinate and administer onboarding and offboarding tasks as required, including but not limited to
  - scheduling of drug screens and background checks
  - preparation of offer letters
  - performing benefit orientation.
  - setup and termination of associates in HRIS database
  - processing of requirements for Information Technology such as laptops, phones, cell phones, system access and maintain receipts for property issued.
- Maintain Paycor HRIS database for all associates and routinely audit for accuracy.
- Maintain associate self-service portal and provide assistance to users.
- Process employment-related inquiries from applicants, associates and terminated employees, including outside verifications of employment.
- Respond to and complete associate unemployment claims.
- Assist with new benefits platform implementation, Paycor Benefit Advisor Pro and become super user.
- Ensure that HR processes are well documented and consistently applied and followed.
- Process incoming departmental mail.
- Assist with performance of benefit audits.
- Assist with cultivating employee engagement program and managing Priority events and associate recognition.
- All other duties assigned.

## **Requirements:**

- Bachelor's degree or equivalent in Human Resources, Business Administration or Organizational Development.
- Demonstrated Human Resources experience; 3-5 years preferred.
- Proficiency with Microsoft 365 suite of products, including Word, Excel, PowerPoint, SharePoint, Outlook, and Teams.
- OSHA compliance experience
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws, and regulations.
- Experience utilizing Paycor's HRIS a plus