

Job description

JOB SUMMARY

The Human Resources Specialist performs many day-to-day tasks to support a variety of HR functions including worker's compensation, unemployment, payroll, benefits and more. The position is expected to be a mix of handling tasks independently, as well as working with other departments to accomplish common goals. The HR Specialist is on the administrative team and reports to the Compliance Manager.

RESPONSIBILITIES

- Respond to unemployment claims, employment verifications, FMLA/OFLA, and other requests that are similar in nature.
- Guide employees through the worker's compensation process and act as a point of contact for claims.
- Compile benefits reports and communicate with employees regarding qualification, comprehension, and enrollment in benefits. Also act as the primary point of contact for vendors.
- Assemble payroll reports and correspond with employees about payroll-related questions, access to systems, and more.
- Collaborate with other administrative team members when primary job duties cross.
- Master company policies applicable to the role.
- Assist the Owner with special projects and administrative tasks as time allows.
- All work performed is expected to be completed at the HDE office or in the field.

EDUCATION & EXPERIENCE REQUIREMENTS

- Minimum of two years experience in a fast paced, multi-tasking environment.
- A Bachelor's degree in HR, business administration, or a relevant field may substitute for the experience requirement.

SKILLS REQUIRED

- Strong knowledge of local employment laws.
- Ability to become proficient in various databases.
- Sound organization to thrive in a fast-paced, unpredictable environment.
- Strong problem-solving skills.
- Independent with tasks when given step-by-step instruction.
- Highly proficient in Microsoft software products.
- Effective communication via phone and email.
- Ability to work well in a team environment.

Job Type: Full-time

Salary: \$27.00 - \$30.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Human Resources: 3 years (Preferred)

Work Location: In person