

Human Resources Support Specialist

Overview

The Human Resources Support Specialist performs administrative and clerical functions to assist the Human Resources staff with recruitment, onboarding, data entry, records management, and regulatory audits.

Principal Duties and Responsibilities:

- Supports and maintains HR activities and programs; such as staffing, compensation, benefits, training and safety.
- Supports Human Resources Team with recruitment. This process will include, but not be limited to, posting open positions on applicable job boards, screening candidates, verifying background check and driving reports
- Ensuring new hire paperwork is completed and processed into applicable payroll and HRIS systems
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Assist in coordinating projects, such as; new hire orientation, HR events, benefits open enrollment and company-wide meetings.
- Supports HR activities and programs; such as staffing, compensation, benefits, training and safety.
- All other job duties as assigned

Education and Experience Requirements:

- High School Diploma/GED required, Bachelor's Degree preferred, with a minimum of 1-3 years related HR experience preferred
- Experience with Workday or other HRIS system preferred
- Strong oral and written communication skills required
- Demonstrated ability to maintain confidential information
- Ability to work with all levels of staff
- Demonstrated proficiency in Microsoft Word and Excel at the intermediate to advanced level
- Must be detailed oriented and possess excellent time management and organizational skills
- Advanced oral and written communication skills in order to effectively problem-solve
- Must be a team player, patient, flexible, and have the ability to multi-task

- Demonstrated ability to complete multiple tasks in a timely and accurate fashion in a fast-paced environment
- Experience in an administrative/clerical capacity required

Notes

This information indicates the general nature and level of work performed by associates in this role. It is not designed to contain a comprehensive inventory of all duties, responsibilities, and qualifications required of associates assigned to this role. This description supersedes any previous or undated descriptions for this role. Management retains the right to add or change the duties of the position at any time.

We are an EEO Employer and we do not discriminate on the basis of race, religion, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, marital status or veteran status.