



JOB DESCRIPTION – HR SPECIALIST

Job Title – HR Specialist

Essential Duties and Responsibilities

- Recruit and coordinate interviewing, screening and documentation for staff hiring
- Conduct new hire and benefits orientations to build a strong foundation for new employees and increase employee engagement
- Work with employees to answer benefit questions and assist in processing new hire and open enrollment elections
- Distribute, complete and process paperwork for new hires
- Ensure all employee records are maintained and updated with new hire information or changes in employment status
- Coordinate exit process for departing employees
- Check timesheets for accuracy and prepare weekly payroll
- Process safety, wellness and employee referral reimbursements

Qualifications

- Preferred Associate's or Bachelor's degree in HR, Business Administration or related field
- Minimum 2 year's proven experience in a similar role
- Good understanding of the full recruitment process
- Outstanding verbal and written communication skills
- Held accountable to strict company confidentiality

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer

Classification – Salary/Exempt/Full Time

Reporting to – HR Manager