

POSITION: Human Resources Coordinator and HRIS Specialist

REPORTS TO: Director of HR and Benefits

PURPOSE OF POSITION: In the HR role, he or she will work with our clients and their employees nationwide on a variety of employee-related issues ranging from hiring, firing, disciplinary, unemployment, coaching, wage consultation, garnishments and much more. He or she will also become a SME on the Payday HRIS platform to train and assist clients and worksite employees on using the system.

ESSENTIAL FUNCTIONS:

HR Duties Include:

- Recruiting new employees for internal positions as well as worksite employer positions
- Drug test coordination for employees
- Coordination of employee new-hire paperwork
- Conducting new hire orientation for worksite employees as needed
- Monitors eligibility for all new hires; internal and clientele
- Ensures timeliness and accuracy of benefit enrollments and deductions
- Fields inquiries from client contacts and employees regarding benefit coverage questions, eligibility dates and other customer service matters
- Ensures company compliance with federal and state laws, including reporting requirements
- Other duties as assigned

MINIMUM REQUIREMENTS:

- PHR, SPHR or GPHR designation and/or equivalent experience and education preferred
- Two (2) years of human resources or recruiting experience
- Ability to work in a fast-paced environment
- Working knowledge of multiple human resource disciplines including compensation practices, employee relations, diversity, performance management, federal and state respective employment laws, and more
- Ability to learn and become a subject matter expert on web platform software
- Excellent verbal and written communication skills
- Take initiative to identify and anticipate client needs and make recommendations for implementation