

JOB DESCRIPTION

Human Resources Specialist

DEPARTMENT: Administration

JOB TITLE: Human Resources Specialist

REPORTS TO: CFO (Chief Financial Officer)

JOB PURPOSE: Perform a variety of human resource responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Coordinate daily, monthly, quarterly, and annual benefits processing. Handle enrollments, leave of absence, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, distributions, and hardship loans.
- Maintain employee files.
- Gather employee data and oversee the processing of monthly invoices.
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities
- Manage the time off balances/accruals to ensure accuracy.
- Investigate employee issues and conflicts and brings them to resolution
- Ensure the organization's compliance with local, state and federal regulations
- Use performance management tools to provide guidance and feedback to team
- Ensure all company HR policies are applied consistently
- Maintain organization charts, employee directory and company handbook.
- Partner with management to ensure strategic HR goals are aligned with business initiatives
- Assist with the staffing process, including recruiting, onboarding and benefit enrollment.
- Maintain HR systems and processes
- Monitor performance reviews are completed
- Provide support and guidance to Capps staff regarding HR issues
- Analyze trends in benefits
- Design and implement employee retention strategies

- Answer telephone, take messages, and/or direct calls to the appropriate employee in a courteous, timely and professional manner to provide excellent service to the caller.
- Provide courteous and professional customer service to individuals and employees that are interacted with during each day.
- All other duties as assigned by manager.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Accomplishes all tasks as appropriately assigned or requested by Corporate Officers.

QUALIFICATIONS

- 5-10 years' experience in human resource and benefits administration preferred
- Must possess research and analytical skills.
- State and federal labor laws and regulations, specifically related to benefits administration and government agency reporting requirements.
- Excellent knowledge of MS Office software, specifically Excel as utilized in human resource data collection, analysis and reporting preferred.
- Energetic, forward-thinking, compassionate individual with high ethical standards and an appropriate professional image.
- Be a well-organized and self-directed individual as well as a team player. An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills. A decisive individual who possesses a "big picture" perspective.
- Ability to respond effectively to sensitive inquiries or complaints.