

Human Resources Administrator

Job Summary

The HR administrator is a part-time (20 hours/week) position that reports to the Director of Business Development and is responsible for facilitating the HR function at Ghidorzi Companies, including administering new hires and terminations, keeping accurate and well organized personnel records, ensuring legal compliance with HR regulations and benefits administration.

Primary Responsibilities

- Works with management to establish annual benefits program; serves as liaison between third party benefits administrators and company; administers and explains benefits to employees, serves as liaison between employees and insurance carriers.
- Posts job listings, reviews resumes, interviews applicants, evaluates applicant skills and makes recommendations regarding applicant's qualifications; ensures adherence to EEOC.
- Facilitates new hire orientations, I-9s, W-4s.
- Maintains accurate and complete personnel records. Ensures that rules concerning confidentiality and retention are followed.
- Keeps up-to-date on legislation affecting human resources and monitors company policies and communicates with supervisor as needed to ensure compliance.
- Provides guidance for employees and managers regarding human resources-related policies, procedures and documentation.
- Coordinates the resolution of policy-related problems and inquiries.
- Investigates, documents and reports on workplace accidents.
- Works with management to resolve employee relations issues; ensures that terminations follow the company process and are well documented.
- Maintains safety program to ensure compliance with government regulations.
- Coordinates and documents training courses.
- Performs other incidental and related duties as required and assigned.
- Assists with other administrative functions as needed, including back-up for the front desk and phone system.

Qualifications

- Bachelor's degree in Human Resources, Business Administration or related field.
- Minimum of five to seven years of experience in human resources with increasing supervisory responsibilities.
- Knowledge of principles, practices and procedures of HR Management.
- Knowledge of all applicable state laws, ordinances, polices standards, and regulation pertaining to HR.
- Previous HRIS administration a plus.
- Highly proficient with technology and software applications, particularly MS Office (Outlook, Word, Excel, PowerPoint).
- To perform the essential functions of this position successfully, an individual should demonstrate the following competencies:
 - Analytical—Understands and scrutinizes complex or diverse information
 - Problem solving—Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
 - Oral communication—Speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings
 - Written communication—Writes clearly, concisely, and courteously
 - Quality management—Looks for ways to improve and promote quality and demonstrates accuracy and thoroughness
 - Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions
 - Planning/organizing—Prioritizes and plans work activities, uses time efficiently and develops realistic action plans
- Self-motivated and able to multitask while consistently meeting deadlines.
- Ability to work harmoniously and effectively with subordinates, peers, supervisors, executives, and the public.
- Able to flourish in a team-work setting.
- Project and promote a positive attitude toward the company inside and outside the workplace.
- Ability to comply with all company policies and procedures.