# Job Summary:

The Human Resource Representative will assist the Director of Human Resource with complex and specialized administrative tasks including reviewing job applications from prospective employees, managing, and overseeing records, and generating reports.

# *Supervisory Responsibilities:*

* None.

## Duties/Responsibilities:

* Maintains employee records, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates, organizational structure, and other key details.
* Maintains accurate records of active job openings and received applications; manages internal and external job postings.
* Reviews applications for entry-level and non-exempt positions; conducts and/or schedules preliminary interviews.
* Performs administrative and recordkeeping tasks related to staffing changes, which may include layoffs, resignations, terminations, and extended leaves of absence.
* Assists with the administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers or insurance brokers.
* Plans and supports company-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in retirement or benefits plans.
* Conducts or assists with record audits and mandatory reports, which may include I-9 audits, EEO-1 filings, payroll audits, and other compliance reviews.
* Performs other duties as assigned.

## Required Skills/Abilities:

* Excellent verbal and written communication skills.
* Excellent organizational skills and attention to detail.
* Ability to type at least 40 words per minute.
* Proficient with Microsoft Office Suite or related software.

## Education and Experience:

* High school diploma or equivalent required; Associate’s degree preferred.
* Three years of office experience preferred, with at least one year in human resources highly preferred.

## Physical Requirements:

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift 15 pounds at times.