



HR Specialist

Purpose: As an HR Specialist, your primary job function is to orient new hires, prepare and update employee records, and manage health and other employee benefits.

Responsibilities may include:

- Benefit management
- New hire orientation and exit interview
- Insurance management
- Explain company policies, standards, and procedures to employees to ensure compliance
- Provide administrative support to internal staff and customers
- Adhere to all safety policies and applicable Standard Operating Procedures (SOPs)
- Other duties & special projects as requested
- Provide accounting and clerical support to the Accounting Department as needed

Requirements:

- Pleasant demeanor and positive attitude
- Detail oriented
- High level of professionalism and discretion
- Excellent oral and written communication skills
- Excellent computer skills/knowledge
- Ability to manage multiple tasks/competing priorities
- Ability to work independently and on a team
- Experience/proficiency with Microsoft Office platforms (e.g. Word, Excel, Outlook, etc.)
- Associate's degree or higher preferred
- Previous HR experience required

This is a part time position.