

## Human Resources Administrator

**Sole responsibility for a full range of division level Human Resources Administration tasks to include Benefit Administration, Recruitment, Compliance, Safety, Recordkeeping, Training and Employee Relations for approximately 70 employees based in multiple US locations.**

### Job Description:

- Full responsibility for all HR recordkeeping to include maintenance of personnel folder, HRIS system, policy documents and all related and required documentation.
- Administer health and welfare programs including the processing of enrollments, terminations and changes for health, dental, vision, life insurance, disability insurance, supplemental plans and a 401(k) plan.
- Provide support to employees with claims or other benefit related matters, as required.
- Conduct new employee orientations to include briefing of employees on all benefits, Company Policies and Company safety guidelines.
- Manage annual open enrollment period: generation and distribution of materials; collection of all forms; update HRIS system; authorize changes to Payroll; process changes with carriers.
- Full responsibility for generation, maintenance and oversight of Affirmative Action Plan
- Work with team to fill all open positions via active recruitment and management of all associated documentation.
- Generate all regulatory filings such as EEO-1, VETS-100, AAP, 5500 forms, and OSHA logs.
- Provide various compliance and soft skill training courses to staff on at least an annual basis.
- Assist employees in obtaining proper Visa's for international Company travel
- Responsible for all activities and documentation associated with the processing of new hires, terminations, transfers or any other employment or status changes.
- Employee relations responsibilities to include counseling, visits to other facilities, and working with employees and management to resolve any conflicts.
- Assist in the administration and management of the annual Focal Point Review Program.
- Ensure compliance with all local, state and Federal employment and safety regulations
- Work with team to ensure all divisional locations are compliant with all Health & safety policies and regulations.
- Perform various other clerical and admin tasks as required.

### Essential Skills:

- Bachelor's Degree in Human Resources, Business or equivalent.
- Minimum three (3) years of relevant Human Resources generalist experience in a technical environment.
- Prior experience working with a HRIS system
- Proficiency in MS Office; especially Excel
- Strong knowledge of all State and Federal employment laws and insurance regulations
- Previous experience working in an Engineering and/or Manufacturing Environment
- Strong analytical and problem-solving skills
- Detail oriented.
- A team player with strong interpersonal skills; ability to interact with all levels of management
- Highly organized and self-motivated
- Ability and willingness to travel domestically

**Non-Essential Skills:**

- Five (5) or more years of generalist experience in a technical environment.
- Previous experience supporting employees at multiple locations across the Country
- Prior experience maintaining an Affirmative Action Plan
- Familiarity with employment laws within other States
- Prior experience working with ADP Payroll and/or Time & Attendance systems

**Physical Demands:**

- Regularly required to sit, walk, bend and stand.
- Potential travel via air, rail and car.
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis.
- Will need to repeatedly use hands to finger, handle, feel and operate standard office equipment
- Day to day responsibilities could require lifting and moving of materials up to 25 pounds.
- Occasionally will be required to lift, move, erect and assemble marketing and tradeshow materials and equipment up to 50 pounds and of varying height, length and width dimensions.
- Specific vision abilities required include close vision, distance vision and the ability to adjust focus.

**Mental Demands:**

- On a regular basis, will be required to:
  - use written and oral communication skills
  - read and interpret data, information and documents
  - analyze and solve non-routine and complex office administrative problems
  - be creative, make judgements, use reasoning and make decisions
  - observe and interpret situations
  - learn and apply new information or skills
  - perform detailed work on multiple, concurrent tasks
  - work under intensive deadlines with frequent interruptions
  - interact with internal and external customers holding positions from a wide array of disciplines and organizational hierarchy levels
- May need to interface with and effectively manage difficult/demanding individuals.
- Must be able to fulfill essential job function in a consistent state of alertness and safe manner

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.