

## 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 60 employees based in multiple locations within the United States.**

### **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, 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 Administration experience working for a Manufacturing and/or Engineering company.
- 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
- 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:**

- 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
- Previous experience working in an Engineering and/or Manufacturing Environment

**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.