



Human Resources Administrator

Job Responsibilities

- Responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation.
- Articulating HR needs and plans to the executive management team.
- Establish and implement HR efforts that effectively communicate and support the firm's mission and strategic vision.
- Develop HR plans and strategies to support the achievement of the overall business operations objectives.
- Administer health and welfare plans, including enrollments and terminations. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions. Serve as the COBRA administrator for the company.
- Conduct new-employee orientations at headquarters to ensure employees gain an understanding of benefits plans and enrollment provisions. Counsel employees (and potential employees/applicants) on plan provisions so that individuals can make informed benefits decisions.
- Manage annual open enrollment period during 4th quarter of each year. Arrange for distribution of plan summary materials and required notices, assist with communicating changes to employees and arrange for onsite representation by providers. Conduct employee presentations. Process changes within deadlines.
- Process monthly billings from insurance providers. Review billings for accuracy, codes and advances for payment. Resolve discrepancies with carriers, payroll and the company. Complete reports for management as requested.
- Strive to ensure employee understanding of benefits programs by regularly generating communication and counseling employees/dependents as situations arise. Resolve employee complaints related to health and welfare plans, refer difficult or very complex complaints to manager as needed.
- Act as a liaison with insurance brokers and carriers and foster effective relationships with client representatives.
- Act as a resource for payroll/HR contacts to ensure their understanding and compliance with benefits and HR policies and regulations. Keep management advised of potential problem areas and recommend/implement solutions as appropriate.
- Perform recruitment activities, interview and evaluate candidates for select positions at headquarters. Maintain related records.
- Write, revise, edit and proofread company policies and procedures and related documents as needed. Use electronic benefits bulletin board and other vehicles to communicate information. Produce the company telephone directory.



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- Administer assigned functions, such as recruitment, classification review, compensation studies, employment analysis, leave and benefits administration.
- Collect and analyze data.
- Track trends and developments in assigned functional areas.
- Conduct studies perform research and prepare reports.
- Review, interpret and recommend policy, process or program improvements.
- Participate in working groups, councils and committees.
- Ensure compliance with rules and regulations.
- Processes the full spectrum of all payroll functions for employee and independent contractors. Review timesheets and calculates hours worked, vacation, sick, holiday and overtime as needed. Works with APS to complete W-2's and 1099's on an annual basis.
- Manages HRIS System (APS).
- Manage special projects, quarterly morale welfare events, and holiday celebrations.
- Train employees on various topics to include Workplace Safety, ITAR, Sexual Harassment.
- Conduct exit interviews in absence of supervisor.
- Perform outreach to community sources as needed.

Physical Requirements

- Ability to lift light load as necessary
- Ability to operate in a clerical, office setting, routinely using standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

Knowledge and Experience

- Minimum three (3) years previous administration experience, preferably in HR
- One (1) year experience in payroll preferred
- Proficient in Microsoft Office applications (e.g., Word, PowerPoint, Excel and Outlook)
- Proficient in Payroll Management software
- Working knowledge of Acrobat Pro

Education

- Bachelor's degree in human resources, public administration or related field and two years of human resource experience; or any combination of education, training or experience that demonstrates the ability to perform the duties of the position.
- SHRM Certification preferred.

The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.
