

Fluid Components International LLC

Job Description:

Title	HR Specialist
Department(s)	Human Resources
Reports to	Director of Human Resources

Position Purpose:

Under general direction of the Director of Human Resources, the incumbent will be responsible for administering various HR programs such as benefits, HRIS, recruiting and others as identified. The HR Specialist will serve as a liaison between employees and the various employee programs.

Essential Job Functions (primary duties and outputs of position):

- Administer the benefit programs. This includes day-to-day transactions and corrections in the benefits systems, and reconciliation of invoices. Serves as liaison for employees needing support with their benefits elections. Ensures the accuracy of database inputs to elections made by employee population and administers open-enrollment process.
- Administer the recruitment process. Collaborate with management regarding recruiting requirements to create requisitions. Correlate duties and requirements to job descriptions. Coordinate interviews including pre-screening of potential candidates, and maintain records including those required by our AAP and EEOC. Tracking of all recruiting processes.
- Administer the LOA program including tracking of protected leaves of absence. Communicate with employees to initiate the leave and to subsequently manage the leave until the employee's leave ends.
- Maintain HRIS/employee records. Develop process audits to verify process methods are being followed.
- HR systems and platform savviness.
- Administer the new hire orientation. Coordinate the activities to ensure positive "on-boarding" for new employees. Ensure the required documents and processes are completed for company and government compliance.
- Administer summer intern program.
- Ensures confidentiality requirements are maintained.
- Maintain a safe work environment.
- Other duties as assigned.

Job Requirements:

- Bachelor's degree in Business Administration. Emphasis in Human Resource Management, Business Law, or Psychology preferred.
- PHR preferred.
- Recruiting expertise is preferred.
- Experience with Kronos, and/or ADP a plus.
- Two or more years of progressive experience in a human resources department.
- Working knowledge of benefit administration and leave of absence requirements.
- Working knowledge of recruitment techniques, affirmative action, and employment law.
- Able to work under pressure, work on multiple projects simultaneously, organized and process oriented.
- Ability to problem-solve and find innovative solutions to problems.
- Ability to effectively prioritize to deploy efforts to critical issues in a timely manner.
- Basic knowledge of safety requirements.
- Must be able to interact effectively with all levels within the organization.
- Must be able to read, write and communicate effectively in English.
- Working knowledge of Microsoft Office and Excel.

Skills/Abilities Required:

This position requires bending, walking, sitting, standing, and working for extended periods of time at a computer.

These duties may be modified or changed at any time at the sole discretion of management either orally or in writing. The above statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.