



**JOB TITLE:** Human Resources Associate

**REPORTS TO:** Director of Human Resources

**DEPARTMENT:** Human Resources Department / Corporate Affairs

**HOURS:** 40 Hours

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** August 30, 2019

**POSITION SUMMARY:**

The Human Resources Associate is responsible for facilitating daily HR functions, such as administering and responding to questions regarding the Healthix benefits program and supporting the Human Resources Director with operations, including but not limited to recruitment, new hire onboarding and termination, orientation, benefits administration, employee assistance, and special assignments as needed. Additionally, the candidate will contribute to the development of HR policies and procedures and HR manual, as well as develop a proficiency with HR information systems applications. A key component of this position is the maintenance of complete confidentiality and security of all HR and sensitive information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages benefits program and assists employees with questions, issues, and enrollment.
- Assists in the development and implementation of personnel policies and procedures.
- Prepares and maintains the employee handbook and the policies and procedures manual.
- Participates in developing department goals, objectives, and systems.
- Conduct employee onboarding; helps to plan employee engagement activities.
- Maintains database of employee records including active and inactive applications.
- Maintains employee files and conducts audits as needed
- Assists in talent acquisition and recruitment processes.
- Performs initial screening interviews and contacts references for background verification.
- Assists with the development of new-hire training material and new hire orientations.
- Continually strives to streamline HR processes and improve internal policies.
- Participates in staff meetings and attends other meetings and seminars as assigned.
- Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Maintains human resource information system records and compiles reports from the database.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.

## **SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

## **QUALIFICATIONS:**

- A bachelor's degree in business, human resources, organizational leadership, or related field and three to five years of HR experience, or a master's degree in HR management and two years of experience in the HR field, or seven years of experience in the HR field, or any similar combination of education and experience is required.
- SHRM Certified Professional (SHRM-SCP) or PHR credential preferred.
- Working knowledge of ADP TotalSource preferred.
- Experience with using Visio preferred.
- Highly proficient with Word, Excel, and Outlook.
- Ability to maintain employee confidentiality.
- Superior attention to detail.
- Ability to multitask and work with minimal supervision.
- Capability to collaborate with all levels of management and staff to achieve objectives.
- Exceptional verbal and written communication skills.