

## **CLIENT OVERVIEW**

The mission of the hiring firm is to provide educational institutions, local governments and private businesses with the highest quality legal service, driven by a focus on preventive counseling and backed by a commitment to serve its clients' best interests.

## **ROLE DESCRIPTION**

The client is seeking human resources professional who wants a growth environment and has the proven ability to develop strong relationships within all levels of an organization. This position works closely with the Director of Firm Operations. It provides the individual the autonomy to develop processes to enhance the human resources department and impact the growth of the employees. The hired individual will perform a variety human resources related duties to support all offices. They will foster positive contact with employees, develop and enhance HR policies, benefits and create employee engagement opportunities in COVID-friendly ways.

## **ESSENTIAL DUTIES**

- Provide human resources policy and procedure guidance to employees
- Maintain up-to-date knowledge of federal and state employment laws and compliance requirements
- Administers health and welfare plans, including enrollments, changes, and terminations
- Handles HR transactions in ADP software including all personnel data changes, job changes, compensation increases, new hires, and terminations; processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions
- Assists with employee onboarding documentation, coordinating employee introduction process
- Prepares materials for bi-annual performance reviews
- Assists with the recruitment and hiring process
- Responds to unemployment notices, wage claims and employment verifications
- Maintains attendance records and processes all employee vacation requests

- Prepares documentation for and schedules exit interviews
- Handles payroll for hourly employees
- Other projects and responsibilities may be added at the supervisor's discretion

**REQUIREMENTS  
& SKILLS**

- Bachelor's Degree in Human Resources or related field and five+ years of human resources experience
- Knowledge of federal and state employment laws as well as compliance requirements
- Experience administering benefits, new hire orientation/onboarding, payroll
- Experience with ADP NOW is required, expert level preferred
- High level of integrity and discretion in handling confidential matters
- Excellent interpersonal and communication skills with the ability to effectively interact and communicate with all levels of the organization
- Effective judgment and decision-making ability
- Proficient in Microsoft Office including Word, Excel, and PowerPoint