



Human Resources Administrator

CLIENT OVERVIEW

The company is a marketing group that partners with its clients to enhance their brand and is passionately committed to excellence. Their core capabilities are partnership marketing, event creation and management, experiential marketing, content creation, production, and distribution, influencer and ambassador outreach, youth marketing, and digital, social, and mobile marketing.

ROLE DESCRIPTION

The Human Resources Administrator performs a variety of duties including employee lifecycle administration, policy management and communications, payroll and benefits administration, and compliance-related duties.

CORE DUTIES

Manage Employee Lifecycle

- Onboard new employees
- Design and deliver workforce enrollment presentations
- Oversee Employee Handbook management
- Document personnel changes, including personal information, position, and compensation changes
- Develop and maintain Human Resources playbook detailing HR-related duties and procedures
- Manage leaves of absences and special requests
- Track PTO

Benefits Administration

- Administer health and welfare plans, including enrollments, changes, and terminations
- Oversee reconciliation between benefit selection and billing with benefit providers
- Assist with wellness initiatives
- Partner with company's insurance broker to complete annual benefits review and renewal

Risk Mitigation and Compliance

- Maintain familiarity with current federal, state, and local employment laws and regulations, and current best practices
- Assist with reviewing measures to promote workforce health and safety

- Assist in responding to unemployment notices, wage claims, and requests for employment verification
- Assist with workplace investigations
- Serve as a member of company's Emergency Response Team
- Evaluate, maintain, and modify record-keeping and reporting processes and compile and submit reports

Payroll Administration

- Work closely with outside payroll vendor to manage payroll processing and related functions
- Hold vendor accountable for delivering on dates, services, and action items
- Manage relationships and agreements with outside vendor partners
- Evaluate, maintain, and modify record-keeping and reporting processes per legal requirements, and compile and submit reports
- Promote and abide by company's values and comply with all company processes, policies, and procedures
- Complete other duties as assigned

SKILLS

- Highly organized and detail-oriented
- Thrives when juggling and prioritizing multiple projects, processes, and priorities
- Deadline and timeline driven
- Displays a high urgency to complete tasks on time
- Willing to raise issues that will impact the business or operations and make recommendations
- Possesses a high level of integrity and discretion in handling confidential matters
- Takes initiative and can work independently
- Anticipates issues and resolves problems creatively with an open and flexible mind to see problems from a variety of angles
- Willing and interested in collaborating with employees at all levels of the organization to deliver HR services
- Proficient with Microsoft Office products including Outlook, Word, Excel, and PowerPoint



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REQUIREMENTS

- Familiarity with ADP Payroll Service software, is a plus
- Bachelor's degree
- Minimum of three years of Human Resources experience
- Have flexibility with respect to work schedule to meet operational needs
- Reside in the state of Illinois throughout employment.