

Job Description

Position Title: Human Resources Specialist

Department: Administration

Reports to: Human Resources Manager

FLSA Status: Non-Exempt – Fulltime

Date: February 8, 2021

Job Summary: The Human Resources Specialist is responsible in assisting in human resources processes and activities in the human resources area, compiling and keeping personnel records. Record data for each employee, such as address, absences, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons. Assist in certain recruiting efforts.

Essential Duties and Responsibilities: *The following list is intended to describe the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job. The employer reserves the right to change or assign other duties to this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

- Assist in the creation and maintenance of human resources forms or documents. Answers employee questions about human resources policies and/or benefits. Schedule's orientation and training sessions. Processes employee status changes or benefits enrollments; maintains records of completed transactions. Inputs HR-related data and compiles standard reports.
- Assist with the recruitment process including initial phone screening, taking phone calls, maintaining resume files electronically, coordinating, and scheduling interview appointments, and assist in managing the applicant tracking system while maintaining compliance with Fire Fighter Sales and Service Co.'s Affirmative Action Plan.
- Assist HR Manager with administrative tasks for the onboarding of new hires, including preparing orientation folders, new hire goodie bags, and employee personnel files.
- Process new hire background checks, new hire drug screens, health insurance enrollment records and benefit termination records, control of employment verifications, child support notices, garnishments orders, liens, and medical questionnaires records.
- Enter new hire information into appropriate databases to include payroll/HRIS in Paycom, Great Plains, and training programs in ThinkHR.
- Performing Administrative Activities:
 - Administer tests to determine qualifications.
 - Fill out business or government forms.
 - Fill out insurance forms.
 - Maintain job openings postings in Paycom.
 - Maintain and update of electronic office forms.
 - Maintain employment records, reports, and files related to events such as hiring, termination, leaves, transfers, or promotions, using Paycom.
 - Prepare and generates reports in Paycom.

- Provide required recordkeeping by maintaining accurate employee files to include active employee filing, employee medical filing, I-9 filing, terminated employee filing, resume filing, and all other filing as needed; and process hiring-related paperwork.
- Conduct reference or background checks on job applicants specified by certain customers.
- Contact job applicants to inform them of the status of their applications.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or other HR related forms.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Assist with administering quarterly random drug screening.
- Provide administrative services to include, miscellaneous projects, backup payroll support, and general clerical duties.

Job Requirements:

- Minimum two years of experience as an administrative professional in a fast-paced environment, managing multiple tasks, priorities, and interruptions.
- Prior experience providing support in an HR department, strongly preferred.
- Excellent written and verbal communication skills.
- Analytical abilities and aptitude in problem-solving; able to find new solutions and make suggestions for improving processes.
- Team player, results-focused, high ethical standards, and strong work ethic.
- Exceptional attention to detail and accuracy.
- Able to maintain sensitive and confidential information.
- Proficiency in data entry and the use of computer software such as Microsoft Office, especially Excel and Internet applications required.
- High school diploma or equivalent required; Associate's or Bachelor's degree, preferred.

Key Responsibilities:

- Assist in human resources processes.
- Assists with the recruiting, new hire, and off boarding processes.
- Monitors the human resources email inbox and responds to employee inquiries.
- Process human resources correspondences.
- Other duties as assigned.

Work Environment:

- Professional business-casual office environment.
- Full-time position, Monday-Friday, 8:00 a.m. – 4:30 p.m. (normally).
- No travel involved.

What We Offer:

- Competitive starting salary.
- Medical, dental and vision insurance after 30 days of employment.
- PTO in your first year.
- 401(K) Retirement Plan with company match.
- Paid holidays.
- Birthday Bonus

For consideration: Please click on the link below to complete our employment application and click on **Apply Now**.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=49896&clientkey=F15F2B6AE408FA62D65B766AFFE84A88>

-Direct Applicants only, NO THIRD PARTY RECRUITERS-

Fire Fighter Sales and Service Co. is an Equal Opportunity and Affirmative Action Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, marital status, family responsibilities, pregnancy, genetic information, veteran, or military status.