



## **Position: HR Administrator**

The HR Administrator acts as the front desk receptionist and supports the Human Resources department with basic administrative tasks. This role will ensure our inbound customer calls get routed appropriately and greet our outside visitors with the utmost level of customer service. In addition, this role will coordinate ordering food for company luncheons and events, schedule company meetings, track employee's time and attendance records, assist with various onboarding activities for new employees, and maintain electronic and hardcopy employee documents. This position requires strong attention to detail with the ability to maintain confidentiality of sensitive employee information/documents.

### **Key Responsibilities:**

- Answer and transfer inbound customer calls
- Greet guests and customers and direct them accordingly
- Process incoming and outgoing mail
- File personnel and confidential employees documents
- Reconcile company medical and dental bills
- Create New hire and benefits packets
- Track time & attendance points
- Schedule company meetings and luncheons via Microsoft Outlook
- Coordinate meals for company events, order gifts for employee birth announcements, and make flower arrangements for employee condolences; ensuring best pricing for all activities
- Enter new employee data into HR system
- Create and maintain employee announcements via Microsoft Outlook and PowerPoint
- Maintain applicant tracking for recruiting
- Other duties as assigned

### **Skills, Knowledge, and Attitude for the Job:**

- Strong oral and written communication
- Detail oriented
- Ability to multi-task
- Proficient in Microsoft Office Suite products (i.e. Outlook, Word, Excel, PowerPoint)
- Experience in ADP Workforce Now system a plus
- Ability to maintain confidentiality
- Customer service oriented