



JOB DESCRIPTION

Job Title: Human Resources Administrator	Effective date: 04/01/2021	
Supervisor: Director of Human Resources	Revision date:	
Job Code:	FLSA:	Department Code:

SUMMARY/GENERAL ACCOUNTABILITY

The Human Resource Administrator will perform administrative tasks and services to support effective and efficient operations of the organization's Human Resource Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists screening prospective applicants.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.



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- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn human resource information systems and similar computer applications.

DIRECT REPORTING RELATIONSHIPS

- None

QUALIFICATIONS

LEVEL CODE	EDUCATION	EXPERIENCE
Required	<ul style="list-style-type: none"> • High School Diploma • Solid understanding of MS Office • Familiar with applicant tracking database systems 	<ul style="list-style-type: none"> • 3+ Years in Administrative or Business
Preferred	<ul style="list-style-type: none"> • Associates degree in HR-related field • Solid understanding of MS Office 	<ul style="list-style-type: none"> • 5+ Years in Administrative or Business

CERTIFICATIONS/LICENSES/REGISTRATIONS

General	<ul style="list-style-type: none"> • Valid Driver's License, good driving record, ability to provide own transportation and proof of current automobile insurance. • CPR/First Aid Certification
Professional	<ul style="list-style-type: none"> • Notary Public Commission Certification

PHYSICAL/MENTAL REQUIREMENTS

Physical Demands	<ul style="list-style-type: none"> • Body mobility to stoop, kneel, bend, reach and walk (roll) short distances in order to operate equipment. • Must be able to lift up to 25 pounds or more with assistance
Visual and Cognitive Demands	<ul style="list-style-type: none"> • Must be able to communicate both verbally and in writing. Must be able to give and receive verbal and written instructions (with or without hearing aids). Must have fine vision, sustained vision, and peripheral vision (with or without glasses)
Environmental Demands	<ul style="list-style-type: none"> • Environment requires dexterity to remain calm and adapt to rapid changes in tasks and responsibilities of moderate complexity.
Work Environment	<ul style="list-style-type: none"> • Office settings with varying degrees of background noise. Light and ventilation are found in a typical office setting. • Smoke Free Workplace



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Possible Hazards	<ul style="list-style-type: none"> • Possibility of exposure to bloodborne pathogens exist if universal precautions are not followed. (Hepatitis B inoculation available per request) • Possible injury when lifting or moving if employee fails to use proper body mechanics, or if proper techniques are not used
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SIGNATURE STATEMENT: I understand my essential duties and responsibilities.

Supervisor Approval:	Date:
Employee Signature:	Date:

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. SJRC Texas Belong reserves the right to revise or change job duties, qualifications and standards as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.