

Human Resources Administrator
Rochester, NH

Position Summary

This position is primarily responsible for performing administrative tasks and duties in support of the HR team as well as contributing to the long-term functions and growth of the HR team. The Individual in this position will support the HR manager in providing comprehensive HR service to company partners, supervisors and employees.

Responsibilities

- Assists in the administration of core human resource processes including recruiting, onboarding, compensation, benefits, performance management and terminations.
- Assists HR Manager with staffing needs to include posting jobs, sourcing and screening applicants; coordinating interviews; participating in job fairs; facilitating on-boarding and conducting background checks.
- Maintains personnel files in compliance with company standards and applicable state and federal guidelines
- Conducts new employee orientations and administers pre-employment tests
- Processes, verifies, and maintains documentation relating to HR activities such as staffing, recruitment, benefits, safety, LOA and training.
- Assist with resolving employees' HR-related questions and issues
- Process bi-weekly payroll information and ensures accuracy
- Assist in managing the time-keeping system
- Performs other duties including general clerical tasks as assigned

Requirements

Success in this role will require someone that is self-disciplined and has the ability to maintain a positive attitude.

Specific requirements include:

- A minimum of 2-3 years prior HR/recruitment experience strongly preferred
- SHRM-CP or PHR certification a plus
- BA/BS degree preferred
- Knowledge of recruitment processes and background check procedures
- Superior organizational/prioritization skills, strong attention to detail
- Basic knowledge of local, state, and federal employment laws and regulations such as FMLA and ADA
- Ability to maintain confidentiality of information and exercise good judgment and discretion in handling and disseminating information
- Familiarity with the FLSA or prior payroll experience
- Strong computer skills including Microsoft Word, Excel and PowerPoint, Visio
- Strong verbal and written communication skills and ability to interact with all levels of the organization
- Ability to multi-task and manage multiple priorities
- Ability to meet deadlines in a fast-paced work environment