

**Job Title:** Human Resource Representative

**Job Summary:** The Human Resource Representative will be responsible for business knowledge and human resource expertise. The successful candidate will play a key role in the organization by offering guidance on recruitment, terminations, performance reviews, employee relations and Human Resource Best practices while facilitating a relationship between personnel and management.

**Responsibilities & Duties:**

- Perform all administrative work for the Human Resources division ANA;
- Proper Personnel Record Keeping (both digitally and hard copy files);
- Onboarding of new employees including paperwork, setup in Sentric workforce, and benefits enrollment;
- New hire orientation;
- Assist with recruiting as needed;
- Assistance with safety and employee training;
- Benefits Administration, including 401K quarterly education coordination;
- Track & update PTO, Sick leave, and other leaves of absence;
- Implement and administer company policies to include ensuring consistent and fair adherence;
- maintain ongoing relationships with employment agencies to ensure selection of the most qualified candidates;
- assist with terminations, including termination and severance letters;
- Keep job descriptions up to date, accurate and compliant with federal, state, and local laws for all positions:
  - Identify ways to improve policies and procedures;
  - Communicate with employees about compensation, benefits, and related facets;
  - Respond to employee questions and complaints in a timely fashion, by investigating and facilitating resolution of any arising employee issues;
  - Ensure all employment practices comply with federal, state, and local regulations.

**Qualifications & Skills:**

- Detail-oriented and organized;
- Expertise in Human Resource policies and procedures;
- Strong knowledge of hiring process, benefits administration, payroll, and other HR functions;
- Understanding of HR best practices and current regulation;
- Sound judgement and problem-solving skills;
- High level of professionalism and discretion;
- Demonstrated effectiveness in written and verbal communication;
- Experience with legal documents (employment contracts, severance agreements, etc.).