



HUMAN RESOURCES ASSOCIATE

Summary:

The Human Resources Associate is involved with all programs and services that relate to the Company HR Department.

Essential Duties and Responsibilities:

- Creates, maintains and distributes department forms and reports
- Coordinates health, dental, life and other related benefits
- Reconciles benefit statements and approves invoices
- Leads recruitment efforts and the hiring/onboarding process
- Maintains HR digital files and databases
- Completes compliance reporting as required
- Participates in employee development programs

Qualifications:

- Associate's or Bachelor's degree in Human Resources or related experience of 2-5 years minimum
- Highly organized, detail oriented, excellent interpersonal skills
- Ability to prioritize tasks and handle numerous, shifting priorities to meet deadlines
- Excellent written and verbal communication skills
- Proficient in Microsoft Office
- Member of SHRM a plus
- Confidentiality and integrity a must
- Must have and maintain a valid driver's license
- Travel may be required