

OPEN POSITION

Human Resources Representative - Part Time (22.5 hrs.) Human Resources Department

This position provides daily support to ensure the integrity of the Human Resources Information System (HRIS) data and performs system maintenance/data entry, produces reports, provides assistance with help desk service functions and end user training programs. In addition, this position is responsible for assisting with the administration of the day-to-day operations across all Human Resources functional areas.

RESPONSIBILITIES:

- Maintain HRIS system - includes creation of new employee records, updates to employee information, termination of employee records, as well as run regularly scheduled and ad hoc reports
- Assist with HRB self-service help desk functions
- Coordinate end user training and assist with delivery of training content
- Assist with the day-to-day efficient operation of the HR office
- Assist with compensation and benefits administration and record keeping

QUALIFICATIONS:

- Knowledge of HR systems; ADP HR and Benefits module preferred
- Proficient in the MicroSoft Office Suite
- High degree of interpersonal skills with staff at all levels
- Ability to practice the highest level of confidentiality
- Ability to work well with others under minimal supervision
- Ability to apply Human Resources principals and practices and comprehend regulations and policies

EDUCATION and/or EXPERIENCE:

- High school diploma and 3-5 years Human Resources experience. Bachelor's degree or equivalent and SPHR/PHR Certification preferred

To apply go to: <https://home.eease.adp.com/recruit/?id=756801>

For more information reference position code 0708.02.