Human Resources/Business Specialist

SUMMARY: The Human Resources (HR)/Business Specialist is responsible for a variety of responsibilities primarily in Human Resources as well as Accounting and Administrative. The HR/Business Specialist will oversee employee benefits working in partnership with our benefits consultant, recruiting, onboarding and employee leave. In addition, this position will provide support to accounting with payroll back up. Other administrative responsibilities like social media, administrative duties, and projects as assigned.

Reports to: The Chief Executive Officer.

Job Type: Full-Time. Monday through Friday regular business hours, with flexibility. This position will primarily work between our two locations, with a home office in our Neenah location. Working from home will be an option on special occasions.

JOB RESPONSIBILITIES

Essential Job Functions
- Assist in Day-to-Day Operations of organization.
- Lead the agency in recruitment efforts.
- Assist the CEO in areas of employee retention.
- Maintain and process unemployment notices.
- Organize and manage annual open enrollment for benefits.
- Assist with employee tracking for grant/funding purposes.
- Process employee onboarding and terminations.
- Maintain compliance with federal, state, local employment and benefit laws, regulations. This includes ensuring postings and employment notices are in compliance. This will be done in direct collaboration with our legal representation.
- Foster employee relations between various departments.
- Assist CEO and Department Leader in areas of corrective action.
- Provide back up support to payroll processing.
- Develop and post social media content.

KNOWLEDGE, SKILLS AND ABILITIES
- Ability to verbally communicate and ability to practice active listening
- Excellent organizational skills, ability to multi-task with attention to detail
- Self-motivated, team player with excellent interpersonal skills
- High level of discretion with confidential material
- Effective oral and written communication skills
- Basic understanding of employment law and business compliance obligations.
• Associates or bachelor’s degree in human resources, or business-related field preferred.
• At least 2 years of experience in the business administration preferred

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is often required to sit and use their hands and fingers to manipulate keys on a keyboard for extended periods of time. Able to stoop, kneel, bend, twist and reach daily. Have close visual acuity to perform an activity such as: viewing a computer terminal, visual inspection involving small defects, small parts, and assembly of parts at distances close to the eyes. Able to lift up to 50 pounds occasionally. Able to travel to and from multiple locations.

*Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*

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