



JOB TITLE: Human Resources Specialist (OD & Benefits)

DATE: June 2024

DEPT: Human Resources

FLSA CLASSIFICATION: Non-exempt

POSITION SUMMARY:

The Human Resource Specialist (OD & Benefits) assists with and facilitates the ongoing execution and improvement of development programs, performance management processes, and employee engagement activities in order to support a high-performance culture. The specialist partners with the Director, Organizational Development to act as a liaison and advisor to the organization's leadership and facilitates initiatives across the organization and the Director, Compensation & Benefits to assist with benefit processes such as new hire enrollments, open enrollment activities, leaves of absence management and wellness initiatives.

ESSENTIAL JOB DUTIES AND FUNCTIONS

While living and demonstrating our Core Values, the Human Resource Specialist will:

- Coordinate date and time of orientation, reserve conference room and make sure all new hires are notified of time, place and items needed for orientation. Serve as back up to coordinate new employee onboarding for Administration employees.
- Lead and organize the New Hire Orientation Process
- Work with management team to draft new job descriptions for new positions
- Act as the Performance Review liaison for questions and concerns
- Maintain a visible Human Resources presence throughout company; assist employees with concerns and questions
- Assist with organizational training and development efforts; coordinates employee training with appropriate vendors
- Develop learning activities and audio-visual materials
- Provide consultative services to the departments regarding mentoring
- Coordinate the individual development planning process for employees
- Responsible for preparation of HR data for quarterly All Staff Meeting.
- Initiate the leave of absence and short-term disability process.
- Update timecards and complete outreach to employees on leave of absence
- Process workers' compensation claims
- Assist with open enrollment activities
- Assist with daily benefits questions and concerns
- Work with Director and the DEI Committee on Wellness initiatives.
- Run reports as necessary for department projects
- Perform other duties as assigned.

Requirements

- Bachelor's degree in Human Resources Administration or related field required
- Minimum of 1-3 years of Human Resources experience or a combination of education and experience
- Working knowledge all various employment laws are desirable.
- HRCI or SHRM certification a plus.
- Previous experience should include a minimum of one year working in a customer service-oriented environment.
- Work requires excellent professional written and verbal communication and interpersonal skills.
- Work requires willingness to work a flexible schedule.
- High level of confidentiality required.
- Ability to work reliably, with professionalism in a high-volume, high-demand medical educational environment.
- Proficiency in Word, Excel, PowerPoint and E-mail.
- Ability to work independently and with a team

The salary will be commensurate with relevant experience. The expected range is \$50,000 to \$60,000 depending on experience.

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