# Human Resources Job Summary

The human resources position will be responsible for the administrative and strategic hiring duties. They will recruit, onboard, and guide new employees through the benefits and compensation process while complying with all local, state, and federal regulations for HR. The ideal candidate will be organized, experienced, and a dedicated strategist and planner.

## Human Resources Job Duties and Responsibilities

* Recruit and interview potential applicants on experience, skills, and education
* Updates job requirements when needed
* Contacts applicants’ references and performs background checks required by the company
* Organizes and manages new employee orientation, on-boarding, and training programs
* Explains and provides information on employee benefits, programs, and education
* Advise on benefits needs or evaluate benefit contract bids
* Covers all legal compliance for human resource federal and state requirements
* Maintains employee records and paperwork
* Represents employer in the community and recruiting events
* Answers employee questions and addresses employee concerns with the company; including employee safety, welfare, wellness and health
* Sometimes manages committees on wellness, training, health, and safety, culture, and communications

## Human Resources Job Requirements and Qualifications

* HR applicants require a bachelor’s degree in human resources, business, or a related field, or extensive prior experience in human resources
* 3 to 5+ years of experience in a human resources position
* Possesses superb written and spoken communication skills
* Excellent interpersonal relationship building and employee coaching skills
* Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Excel and demonstrated skills in database management and record-keeping
* Organized and efficient in daily tasks
* Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred
* General knowledge of employment laws and best practices