



HR Support *The duties are administrative and more reactive than pro-active.
Most tasks are clerical in nature.*

- Affirmative Action administration and support
- Administrative, recordkeeping and clerical support
- Knowledge of human resource programs
- Employee benefits administration and support to include:
 - Enrollment & eligibility
 - Claims processing
 - Liaison between employee & benefit carriers
- 401(k) and/or pension administration including:
 - Enrollment & eligibility
 - Claims processing
 - Liaison between employee and benefit carrier
- Maintain personnel files
- Maintain attendance records
- Vacation tracking
- Maintain record of salary changes
- Administer performance review process
- Maintain job descriptions
- Process new hires and complete associated paperwork
- Schedule and process applicant assessment, testing, background checks and/or physicals
- Process information to payroll
- Process terminations
- Administer recognition & reward programs
- Assist in new employee orientation program
- Administer documentation process for recruiting activities
- Administer job posting program (if applicable)
- Provide support in:
 - Worker's compensation administration
 - Unemployment compensation
- Provide safety support in:
 - Accident investigation forms
 - OSHA form requirements