



Position Description

Human Resource Administrator
Department: Administration
Reports to: VP of Finance & Operations

Position Summary

In close collaboration with the VP of Finance/Operations ensures that employee, supervisor/manager, and company needs are met through effective Human Resource operations.

This job description illustrates the essential duties of this position. It does not prescribe or restrict the tasks that may be assigned.

Expectation of Employee

- Adheres to Qub'd International's policies, procedures and practices either written or implied.
- Provides timely, professional and quality customer service to both internal and external customers.
- Contributes to the overall team effort by supporting other work areas as workload permits.
- Maintains a positive and respectful attitude at all times.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.

Essential Duties & Responsibilities

- Administers various human resource plans and procedures for all company personnel
- Development and implementation of personnel policies and procedures in accordance with ownership
- Maintains employee handbook and policies and procedures manual
- Performs benefits administration to include change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness, and informational activities
- Performs recruitment activities, interviews, and evaluates candidates for select positions
- Establishes a working report with personnel agencies
- Conducts new employee orientations and exit interviews
- Monitors employee relations, counseling and performance evaluation programs and revises as necessary
- Maintains confidential employee records
- Creates and updates job descriptions as necessary
- Responds to employee inquiries regarding HR policies and procedures
- Maintains Human Resource Information System records and compiles reports from database
- Maintains compliance and advises management on federal and state regulations concerning employment
- Assists Accounting staff with bi-weekly payroll preparation and processing

Knowledge, Skills and Abilities

- Working knowledge of federal and state employment regulations
- Considerable knowledge of payroll processing
- Working knowledge of budgetary, accounting and reporting systems
- Ability to liaison with various benefit providers
- Ability to maintain efficient and effective payroll and human resource systems and procedures
- Ability to establish and maintain effective working relationships with employees and department managers
- Ability to communicate effectively both orally and written
- Ability to make independent judgments which have considerable impact on the organization
- Proficient in Word, Excel, Outlook, and use of the internet
- Working knowledge of Quickbooks or other payroll software
- Ability to produce accurate federal, state, local required reports

Minimum Qualifications

- 4 years human resource administration experience, education and training.
- Proficient in Microsoft Office applications

Position Description Continued

Human Resource Administrator

Preferred Qualifications

- Bachelor's Degree in human resource administration or related field (equivalent experience, education and training will be considered in lieu of degree requirement)
- PHR or SPHR certification

Physical and Environmental Requirements

- While performing the duties of this job, the employee will occasionally be exposed to cold air. The noise level in the work environment is usually moderate.
- The Human Resource Administrator will be required to use hands and fingers to handle or feel; reach with hands and arms; talking and hearing are required for this position. Positions is required to walk, climb stairs and may be required to lift and or more items weighing up to 25 lbs. Specific vision abilities required by this job include close vision, color vision, distance vision and ability to adjust focus.