

AndyMark, Inc.

Position: Human Resources Representative (Full-Time)

Reports to: Accounting Director

Job Summary and Key Objectives: This person is responsible for leading human resource activities at AndyMark. They plan, recruit and facilitate the interviews of staff candidates. They also manage and communicate employee benefits. They lead the process of employee recognition while embracing the company's culture. They seek out and promote employee diversity to match our customer base. This person is a proponent corporate training, seeking opportunities for our employees.

Key Responsibilities and Tasks:

- Manages talent acquisition process: sourcing, testing, interviewing, hiring and on-boarding
- Keeps job descriptions up-to-date, accurate and compliant with relevant federal, state and local laws for all positions
- Develops training and performance management program that ensures all employees are familiar with their job responsibilities, as well as relevant legal and safety requirements
- Handles investigation and resolution of employee issues, concerns and conflicts
- Ensures all employment practices comply with federal, state and local regulations
- Handles all enrollments and initial questions related to benefits (i.e. Health, Vision, 401k, Short/Long Term Disability, FMLA, etc.)
- Completes all reporting to state and federal entities on time, meeting requirements
- Completes, manages and oversees on-boarding process for all new hires as well as implementation of new policies and procedures for returning seasonal employees
- Tracks and ensures all employee evaluations (i.e. 90 day, 6 month, annual) are completed on time and employees are made aware of areas for improvement and successes

Preferred Qualifications and Education:

- Bachelor's degree or equivalent work experience in Human Resources, Organizational Development, Labor Relations or Business
- Demonstrated effectiveness in written and verbal communication
- Proficiency in Microsoft Office applications
- Knowledge of performance management, employee relations, safety practices and talent acquisition, and the ability to apply this information in a manner that is compliant with relevant employment law
- Experience with creating a culture of engagement, collaboration and teamwork
- Capable of compiling and analyzing employment data to guide strategic planning
- *FIRST* program experience a plus

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.