



Job Description: HR Administrator

The Human Resources Administrator provides comprehensive administrative and operational support to the Human Resources function. This role is responsible for coordinating employee lifecycle processes, administering benefits, supporting compliance initiatives, and maintaining accurate HR documentation. The HR Administrator serves as a key point of contact for employees, ensuring professional, responsive, and confidential HR experience while supporting company policies and strategic initiatives. The HR Administrator Reports to the HR Manager and works in conjunction with the Controller.

Responsibilities and duties include but are not limited to:

- Coordinate and manage employee onboarding and offboarding processes, including documentation, system updates, and orientation support
- Maintain accurate employee records and ensure compliance with recordkeeping requirements
- Develop, update, and maintain HR templates, forms, and policy documentation
- Support performance management processes, including tracking evaluations and documentation
- HR Legal Compliance Other administrative duties as required.
- Assist with health insurance and benefit plan renewals, including employee communication and enrollment support
- Administer and support employee benefit programs, ensuring understanding and participation
- Support retirement plan (401k) compliance and coordination with plan providers
- Provide ongoing benefits education to employees
- Support HR legal compliance initiatives, including adherence to federal, state, and company policies
- Assist with workers' compensation audits and documentation
- Respond to and document incident reports in coordination with management
- Maintain confidentiality and ensure compliance with CPNI and Red Flag rules
- Assist with employee disciplinary processes, including documentation, coaching support, and follow-up
- Promote staff engagement initiatives and contribute to a positive workplace culture
- Support training and development efforts, including coordination and advocacy for employee growth
- Serve as a responsive and professional point of contact for employee HR-related inquiries
- Work closely with the HR Manager on strategic and policy-related initiatives
- Provide administrative support to the Controller as needed for payroll, benefits, or compliance-related coordination
- Maintain strong, responsive relationships with management and staff across departments
- Coordinate and manage annual employee benefits renewals, including vendor communication, rate negotiation support, and distribution of plan information to employees.

Requirements include but are not limited to:

- Experience in human resources, administration, or a related field preferred
- Strong written and verbal communication skills
- Excellent organizational skills with attention to detail
- Ability to manage confidential information with discretion
- Demonstrated ability to work independently and take initiative
- Strong interpersonal skills with a focus on customer service and professionalism
- Maintain strict adherence to customer privacy policies, including CPNI and Red Flag rules
- Possess a valid driver's license that meets company insurance requirements
- Comply with all company policies, including:
- Drug-Free Workplace Policy

- Smoke-Free Workplace Policy
- Safety policies and procedures

Preferred Competencies

- Experience with benefits administration and HR systems
- Familiarity with employment law and compliance requirements
- Experience supporting training programs or employee development initiatives