



Human Resources Specialist

This role will be the first point of contact for all HR-related queries from employees to our external partners (our PEO and 401K provider). Your main administrative duties include pulling data for payroll, managing HR documents (e.g. employment records and onboarding guides), creating reports, and navigating HR inquiries as they arise. Our ideal candidate has experience with HR procedures and can juggle various administrative tasks in a timely manner. Ultimately, you should be able to support our growing staff while understanding and navigating labor laws.

Accountabilities

- Ensure a seamless communication between HR/ 401K external vendors and Haf staff
- Provide timely answers to any HR-related inquiries
- Ensure current and complete personnel records

Daily and Monthly Responsibilities

- Answer employee inquiries about HR-related issues
- Maintain personnel records both within our PEO and internal databases
- Assist with payroll by providing relevant employee information (expense reports, leave of absence, PTO, and commission payouts)
- Revise company policies
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Create regular reports and presentations on HR metrics (e.g. turnover rates)
- Perform annual audits for HR-Related items

Job Characteristics

- Collaborative and social
- Organized but varied
- Fast paced and energetic

Skills and Qualifications

- Proven work experience as an HR Administrator, HR Administrative Assistant or relevant role
- Computer literacy (MS Office applications, in particular)
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills
- BS in Human Resources or relevant field

Preferred Qualifications

- Experience with HR software, like HRIS or HRMS
- Knowledge of immigration and labor laws
- Previous experience with short/long term leave requests