

NC Rate Bureau **HR Administrator**

Position Summary:

This position will perform tasks and services to support effective and efficient operations of the Human Resources Department.

Duties & Responsibilities

Administrative

- Assist with day to day operations of the HR functions & duties.
- Provide administrative support to HR Department.
- Maintains accurate and up-to-date human resource files, records and documentation in the HR systems.

Benefit Administration

- Assist in the preparation of annual enrollment documents and reports.
- Provide support with benefit audits.
- Assist with associate, retirees and termed vested notices.

Compensation/Performance Management

- Provide ad hoc reports as needed to assist in the compiling of data for the annual performance/merit and bonus processes.

Data/Metrics

- Ensure all HR files and documents are scanned as needed.
- Maintains the integrity and confidentiality of human resource files and records; ensuring regulatory compliance.
- Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately and are accurate.

Event Planning

- Assists with research, planning and execution of HR special events and committees such as benefits enrollment, organization-wide meetings, associate recognition events, holiday events and charity events.

The Organizations are equal opportunity employers dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. Applicants are considered for all positions without regard to race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, or related medical condition), gender (including gender identity and expression), sexual orientation, citizenship/alienage status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), arrest or conviction record, or any other status or protected characteristic protected by law. In addition, this Organization does not discriminate on the basis of physical or mental disability where the essential functions of the job, as reasonably accommodated, do not require such distinction.

Process Documentation

- Creates new and maintains updated existing process documentation for HR.

Professionalism

- Faithfully and diligently fulfill the obligations of our Organizations as set forth in the statutes.
- Perform each task as efficiently as possible with absolute honesty and integrity.
- Treat your fellow associates and those you serve on behalf of the Organizations with dignity and respect.
- Continually strive to improve the Organizations through the use of every associate's talents and creativity.
- Encourage participation and a sense of ownership from the members of our Organizations.
- Demonstrate fairness and consistency among all associates and encourage personal development.

Staffing

- Administer the HR Inbox, sending acknowledgement communication to applicants.
- Assisting with the pre-screening of applicants and scheduling interviews.
- Prepare the onboarding packet preparation.
- Administer the 30/60 tracking process.

Training Programs Administration

- Assist in scheduling and tracking associate training.

POSITION SPECIFIC COMPETENCIES:

Confidentiality

- Ability to manage confidential information.

Communication

- Demonstrated ability to effectively communicate and interact professionally at all organization levels.
- Possess excellent communication skills (written, verbal, listening and interpersonal).

Dependability

- Ability to work independently and exercise sound judgement.
- Manages confidential information appropriately.
- Can be relied upon to meet deliverables and deadlines.

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Initiative

- Self-motivated, self-starter.
- Proactively identifies and implements process improvements.
- Looks for ways to improve and foster quality.
- Starts project without prompting, attempts non-routine jobs and tasks.

Organization Skills

- Strong organization skills with proven ability to successfully manage multiple assignments and tasks, set priorities and adapt to changing conditions and work while meeting deliverable timelines.

Quality of Work

- Exhibits strong attention to detail, follow-through and well organized; errors are minimal and are corrected promptly when discovered.
- Excellent time management skills.

Technical Skills

- Ability to easily learn new software.
- Strong computer skills with a proficiency in Microsoft Office Suite.

Time Management

- Effectively tracks, prioritizes and executes tasks and responds to requests in a timely manner.

Primary Job Requirements:

Education

BA/BS preferably in HR or Business

Experience

- Human Resources knowledge preferred.
- Administrative experience preferred.
- Proficient in Microsoft Office applications including strong skills in Excel, Word and PowerPoint required.

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