

Job Summary

The HR Administrator will act as the first point of contact for HR-related queries from employees and external partners. The HR Administrator is responsible for the implementation and maintenance of the OptiPro's HR policies, procedures, and documents.

Responsibilities

- Organize and maintain personnel records
- Update internal databases (e.g. record sick or maternity leave, changes in benefits, etc.)
- Prepare and manage HR documents; employment contracts, new hire guides, offer letters, employee handbook, etc.
- Ensure company policies and administrative procedures are in compliance with federal and state laws.
- Aide in the development and maintenance of staffing plans.
- Create regular reports and presentations on HR metrics (e.g. turnover rates, comparison to industry compensation/benefit benchmarks)
- Answer employees' queries about HR-related issues
- Assist in payroll and benefit administration by providing relevant employee information (e.g. leaves of absence, sick days, and work schedules)
- Arrange travel accommodations and process expense forms
- Participate in HR projects (e.g. help organize a job fairs and recruiting events)
- Ensure employee compliance with OptiPro's administrative policies and procedures.

Requirements

- Proven work experience as an HR Administrator
- Knowledge in
 - Compensation and Benefits
 - Training and Development
 - Labor Relations
- Experience with HR/Payroll software
- Computer literacy (MS Office applications, in particular)
- Thorough knowledge of Federal and State benefit and labor laws.
- 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
- 2-5 years' experience as an HR generalist