

JOB ANNOUNCEMENT

August 2, 2017

JOB TITLE: HUMAN RESOURCES ADMINISTRATOR

REPORTS TO: BUSINESS MANAGER

JOB SUMMARY:

Casey Trees seeks an enthusiastic, motivated Human Resources professional to perform a variety of HR-related tasks within a growing organization. The ideal candidate is experienced, organized, diplomatic, and able to work efficiently and effectively with a diverse group of people. Desired candidates can successfully communicate both verbally and in writing, and possess the ability to adapt to unforeseen and evolving situations.

EXAMPLES OF TYPICAL RESPONSIBILITIES:

- Nurture a positive and productive working environment
- Develop, recommend, implement, and monitor personnel policies and procedures based upon the needs of the organization and in response to local and federal requirements
- Perform benefits administration including claims resolution, and resource on health insurance policies and benefits packages
- Assist management in addressing employee perspectives and demands
- Manage recruitment, selection, and hiring processes for all departments
- Recruit and on-board new employees and off-board departing employees
- Develop overall HR strategies, systems, tactics, and procedures across the organization and monitor with appropriate metrics
- Oversee a performance appraisal system to improve employee performance
- Assist in administering disciplinary procedures and counseling for performance improvement
- Ensure compliance with local, state, and federal benefits regulations
- Conduct periodic compensation and benefit reviews; assist in benefit renewals and administration
- Create/execute effective training and certification programs with internal and external partners on a range of topics such as OSHA safety trainings, equipment use and best practices, management training on hiring and EEOC, project management, time management, etc.
- Organize, file, and consolidate existing and future personnel files
- Develop and implement an effective organizational HR database for required filings and retention of appropriate information
- Conduct periodic job description reviews to ensure they are complete, clear, and up-to-date

QUALIFICATIONS:

- Three to five years' demonstrated success in the HR profession
- Professional demeanor; superior written and oral communications skills
- Excellent interpersonal skills. Creativity, flexibility, diplomacy, and positive spirit necessary
- Ability to work independently or as part of a team, and to manage multiple activities simultaneously
- Ability to establish, track, and meet deadlines, often under pressure
- Working knowledge of HR systems and databases



- Excellent listening, negotiation, and presentation skills
- Ability to build and manage productive interpersonal relationships at all levels of the company
- Working knowledge of labor laws and HR best practices
- Able to work with counsel to address issues as they arise
- BS/MS degree in Human Resources or related field preferred

POSITION DURATION AND COMPENSATION:

This is a full-time position starting immediately, with excellent benefits including health, dental, vision, paid holidays, and time off. Starting salary ranges from \$55,000-\$65,000 (commensurate with experience). Final candidate will be subject to a background check at time of offer.

TO APPLY:

Please email the following items to Andrew Schichtel, Business Manager at jobs@caseytrees.org:

- Letter of interest
- Résumé
- Available start date
- Contact information for three references

Enter Human Resources Administrator in the subject line of the email.

Applications are due by 5:00 pm EST Friday, September 1, 2017; however, applicants will be evaluated on a rolling basis before the deadline. No telephone or email inquiries please. Applicants must be available for a face-to-face interview at Casey Trees' headquarters.

Casey Trees is an Equal Opportunity Employer.