

Basnett Plumbing and Heating Incorporated

Job Description

Job Title: ***Human Resources/Benefits Administrator***

Pay Status: ***Hourly Position***

Work Hours: ***8:00 am – 5:00 pm***

Job Category: ***President***

Primary Job Function:

The position provides human resources and benefits administrative support to company personnel. Maintains all human resource forms, policies and processes to include: job descriptions, performance evaluation system and schedule and job descriptions. Maintains organization charts, orientation material and provides information to advertising agents for job recruitment activity. The position is also responsible for the maintenance and update of company history, brochures and new employee orientation package. Schedules employee orientation training and company related programs requiring attendance. Provides the administration for employee benefits and administers the Workman's Compensation Program with direction from the Finance Manager.

Reports To: President

Daily Duties:

- Maintains and updates all HR policies, procedures and processes.
- Maintains and updates all company related history and brochures
- Maintains and administers the company benefit programs.
- Adheres to regulations and specifications in hiring practices consistent with equal opportunity and affirmative action.
- Administers and oversees the review schedule for employee performance evaluations and wage review process annually.
- Oversees the hiring process to include recruitment, writes the offer letter and schedules the orientation program.
- Maintains and schedules employee development programs at the request of the management team.
- Serves as an internal resource to departmental managers in regard to employee relations and staffing.
- Makes hiring recommendations.
- Supports and endorses company policy, procedures and regulations.

- Sources benefits vendors and suppliers and makes recommendations to the president.
- Schedules new hire orientation programs; coordinates class schedule, participants and speakers.
- Assists with the termination process when applicable.
- Manages the administration of external insurance carriers and workman's compensation.

Performance Indicators: (Measures of effectiveness in the position)

- Performs the above listed responsibilities accurately, timely and safely.
- Maintains own skills through development and by attending classes, seminars and other appropriate venues for learning.
- Keeps current of new advances in human resource administration
- Speaks clearly and writes well using appropriate spelling and grammar.
- Acts in accordance in with company core values, mission and vision.
- Demonstrated ability to use all appropriate software in performance of job.
- Creates a strong working relationship with all external benefit providers.
- Meets hiring and recruitment needs of the management team.
- Seen as a role model for company core values.
- Maintains and updates orientation programs as necessary.

This job description is intended to describe the general nature and level of the work being performed by employees in this job. It is not intended to be a complete list of all responsibilities, duties and skills required for this job classification.