

ACCEL INTERNATIONAL

Job Description

POSITION TITLE: Human Resources Administrator
REPORTS TO: Center Director

SUMMARY:

The Human Resources (HR) Administrator, provides leadership support to the line management on day-to-day HR issues including recruitment, performance, and employee relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Human Resources Management includes developing the appropriate practices and policies for the organization. The plan along with its associated policies and practices focus on improving the effectiveness of the organization.
2. Provides expert advice on all relevant HR policies and procedures, labor laws and government regulations.
3. Oversees performance management process and provides operational support.
4. Provides efficient and proactive HR administration support.
5. Organizes and services HR related meetings including preparing agendas and taking minutes.
6. Acts as first point of contact for all HR policies and procedures.
7. Provides HR support for all departments and locations of ACCEL International.
8. Ensures the appropriate security and maintenance of all confidential and protected HR files and employee records.
9. Trains/coaches supervisors on employee relations issues and all HR related issues.
10. Oversees the review and approval of all ACCEL International Performance Review and Evaluations for all staff levels.
11. Implements, develops and monitors compliance with ACCEL International policies and procedures.
12. Assists the Center Director with various special projects as needed.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Bachelors' degree in Human Resources or Business Administration. Five (5) years of experience as an HR Coordinator/Administrator.

POSITION RESPONSIBILITIES:

1. Must be able to work under strict deadlines and have good organizational skills.
2. Ability to utilize Microsoft suite of software, including Word, PowerPoint, Access and Excel.

3. Must be able to build strong working relationships within and across departments in addition to other external parties.
4. Excellent verbal and written skills are required.
5. Ability to facilitate a team environment.
6. Demonstrate professional growth and knowledge of current professional principles.
7. Confer with assigned school's administrative team on a regular basis to ensure that programs and policies are being followed and that the team is functioning in a collaborative and constructive fashion.
8. Provide leadership and inspiration for staff by encouraging creativity, problem-solving, integrity, and professionalism.
9. Models appropriate professional attitude and standard of conduct for colleagues.
10. Demonstrates effectiveness in time management and organization of professional responsibilities.
11. Uses delegation effectively and assigns tasks clearly and concisely.
12. Maintains a high level of personal integrity and a strong work ethic.
13. Performs related duties and special assignments as required by the Center Director.

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The intent of this job description is to provide a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.