



5840 Allin Road, Suite B
 PO Box 271
 Prince George, VA 23875
 Phone: (804) 733-0933
 Fax: (804) 733-0935
 Visit us on the web: www.jlmiva.com

JOB TITLE:	Human Resources Clerk	JOB LOCATION:	Prince George, VA
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STATUS:	Non-Exempt, Hourly
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Experience, Knowledge, Skills and Abilities Required:

- Associate’s Degree with one year of Human Resources (HR) and/or Payroll experience is preferred
- Demonstrated ethical values with the ability to maintain confidentiality
- Effective oral and written communication skills with the ability to communicate at all levels of the organization
- Ability to work with deadlines and manage multiple tasks
- Excellent organizational and analytical skills, problem solving capabilities, and attention to detail
- Proficient in utilizing Microsoft Office software
- Experience with ADP Workforce Now helpful

POSITION RESPONSIBILITIES (JOB DESCRIPTION SUBJECT TO CHANGE):

- Human Resources position, but may assist other departments as necessary
- Participates in various facets of human resource management including: regulatory compliance, in-processing, out-processing, benefit management, and communication
- Inputs information into HR Information Systems (HRIS), spreadsheets, and reports
- Assists with unemployment claims, workers compensation/safety, state compliance, updating processes and policies, as well as other HR initiatives
- Conducts research using a variety HR related tools as requested
- Creates and modifies documents using Microsoft Office, Excel, PowerPoint, Access, and other required software applications
- Assists with office administrative and recruiting tasks
- Performs general clerical duties to include but not limited to, copying, faxing, mailing, and filing
- Perform other duties as required

SALARY/BENEFITS:

Salary is based on experience and qualifications. We offer a competitive compensation and benefits package that includes health, dental, life insurance, direct deposit and more.

**JLMI is an equal employment opportunity employer
 EOE/M/F/D/V**

CONTACT INFORMATION:

Please Submit Resumes to Recruiting@JLMIVA.COM; POC: Janet Castrinos; Phone: (804)733-0933; Fax: (804)733-0935. If you wish to learn more about JLMI, visit our website at (www.jlmiva.com).



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