

JOB TITLE: Human Resources Clerk

JOB LOCATION: Prince George, VA

EXPERIENCE, KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

- An Associate's Degree with one year of Human Resources 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

POSITION RESPONSIBILITIES:

- Works closely with Accounting, Human Resources and other departments as necessary to assist in work load
- Participates in various facets of human resource management including: regulatory compliance, in-processing, out-processing, and benefit management
- Inputs information into HR Information Systems (HRIS) and spreadsheets
- Assists with unemployment, workers compensation/safety, state compliance, updating processes and policies, as well as other related human resources initiatives
- Researches federal and multi-state legislation to recommend effective practices and policies
- 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, filing, and making travel arrangements
- Perform other duties as required