



TITLE: Human Resource Specialist /Administrator
DEPARTMENT: Accounting
LOCATION: Kansas City, KS or Parsons, KS
REPORTS TO: CFO

POSITION DESCRIPTION

The role of Human Resource Specialist /Administrator includes development and implementation of policies, processes, and programs to elevate the Magnum HR program and be compliant with labor standards and laws.

DUTIES & RESPONSIBILITIES

- + Recruitment of candidates for open positions including sourcing of contract talent. Attend job and career fairs, post job openings using various sources. Review applicants, conduct initial interviews, make recommendations to department managers and directors.
- + Schedule and Facilitate pre-employment and post-employment screenings.
- + Onboarding of new employees. Conduct employee orientations and benefits enrollment (insurance and 401k) for all locations.
- + Facilitates management and employee understanding of Magnum HR policies and programs.
- + Develop and distribute communications including but not limited to recruitment materials, resumes, benefit confirmations and statements, and payroll correspondence.
- + Work with department managers and directors to develop and maintain standardized and relevant job descriptions for all positions.
- + Maintains knowledge of and ensures compliance with all applicable state and federal wage and hour laws. Conducts research regarding changes in laws and regulations .
- + Review, research, make recommendations for Magnum handbook policies to ensure legally compliant language and accurate descriptions of policies. Employ/Utilize external resources as appropriate.
- + Research and make recommendations for Magnum programs and policies that make Magnum an attractive employment opportunity. Develop and implement programs.
- + Administer biweekly payroll process, internally or externally sourced. Development and implementation of common forms and processes in all locations.
- + Executes all employee actions and ensures all necessary documents are received and approved.
- + Coordinates annual and periodic meetings for 401k Plan, Insurance Plans, and various other employee relations activities.
- + Reconciliation of Benefit Invoices and 401K employer statements and reports.
- + Willingness for continuing education regarding HR issues, employee benefit and employment related issues. Research material to promote level of excellence within HR department.
- + Coordinates care and testing for work-related injuries and maintains all necessary documentation, including OSHA logs.
- + Coordinates and maintains documentation for FMLA.
- + Travel as necessitated to multiple company locations.

IMPORTANT QUALITIES

THE PEOPLE, PARTS AND SYSTEMS THAT KEEP THE LINE MOVING.

- + Must be able to work under minimal supervision. Ability to work in both a team atmospheres or as a self-starter is a must.
- + Excellent written and verbal communication skills. Ability to conduct oneself in a professional manner at all times, necessitating tact and diplomacy. Ability to effectively communicate complex information.
- + Excellent project management skills. Ability to organize and prioritize work assignments.
- + Critical-thinking skills. Able to proactively identify needs, predict obstacles, assess solutions, and communicate importance of accountability.
- + Interpersonal skills. Must work closely with other departments, employees, vendors, and executive team. Must be able to converse and connect with people of different backgrounds.
- + Communication skills. Listening and speaking skills are essential. Must convey information effectively, and pay careful attention to questions and concerns from job applicants and employees.
- + Detail oriented. Must be detail oriented when evaluating applicants' qualifications, maintaining employee records and ensuring that workplace is in compliance with labor standards. Understands everything leaving our facility is a representation of the employees, company, and reputation.
- + Continuous education driven. Looking to improve every day and leading by example.
- + Computer Skills. Demonstrates proficiency in MSWord, PowerPoint and Excel, as well as, Payroll software systems.

EXPERIENCE/KNOWLEDGE

Bachelor's degree or 3-5 years of relevant experience and/or training, or combination of education and experience. General knowledge of employment laws and practices.

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