

# **WARNING LITES OF MINNESOTA, INC**

## **JOB DESCRIPTION**

**Position Title: HR Specialist**

**Reports To: VP of Finance & HR**

**Position Summary:** The primary functions include the recruiting, hiring and retaining skilled and qualified employees; managing new hire orientation, benefit programs, and employee handbook; updating, monitoring and evaluating compliance with equal opportunity laws, guidelines, and policies.

**Responsibilities:**

- Manage the new employee hiring pipeline, to include recruitment, interviewing, employment offers, background checks, and drug screens
- Develop relationships with both internal hiring managers and external organizations (e.g. workforce agencies and career fair managers) to influence and impact the company's recruiting efforts
- Coordinate employee training on assorted topics including interviewing, hiring, terminations, promotions, performance reviews, workplace safety, sexual harassment, diversity and inclusion, etc.
- Manage the company's Affirmative Action Plans and EEO reporting system
- Maintain the company's organizational chart, employee handbook, employee directory, job description files, and personnel files
- Complete employment verifications for agencies (as needed)
- Oversee the company's employee benefits programs such as life, health, dental and disability insurance, 401(k) plans, leave of absence (FMLA) program, and employee assistance program (EAP)
- Ensure the company is compliant with federal and state labor posting requirements
- Manage employee recognition, anniversary, and birthday programs
- Responsible for assisting in all company events including Winter Celebration, employee lunches, and other onsite events
- Provide administrative support as needed

**Requirements:**

- Minimum of a bachelor's degree (or equivalent) in Human Resources, Business, Organization Development, or similar area of study
- 2-5+ years of experience in Human Resources positions
- Specialized training or working experience in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations is preferred
- Professional in Human Resources (PHR) or (CP) certification preferred but not required
- General knowledge of federal and appropriate state employment laws and practices

**Core Competencies:**

- Excellent interpersonal, team building, and communication skills.
- Highly proficient with Microsoft Word and Excel
- Ability to multi-task while being interrupted
- Able to manage stress and time
- Attention to detail to insure a high degree of accuracy

**Required Values:**

- **Pride** - our work reflects our immense pride in our company's history and leadership position in our industry.
- **Humble** – we admit when we're wrong and strive for continuous improvement.
- **Professional** – we carry ourselves with a professional attitude and appearance because it's a reflection of the company.
- **Dependable** – what I do matters. We answer our customers' calls no matter the circumstances.
- **Problem-solver** – we find solutions to the problems thrown in our direction.