



The Arc of Central Alabama: Job Posting

Job Title: Human Resources Information Specialist	Job Code:
Department: Human Resources	FLSA Status: Non-exempt
Reports to: Human Resources Coordinator	
Work Schedule: Monday-Friday 8:00am- 4:30pm; Full-time	

Job Duties:

- Provides accurate, complete and timely employee data updates (new hires, separations, insurance, personnel changes, etc.)
- Schedule and facilitate HR training and communication programs relative to new-hire orientation and onboarding, annual benefits enrollment, and other employee communication initiatives as directed
- Assist with the recruitment process by identifying candidates, performing reference and background checks, and drafting employment offers
- Support internal and external HR related inquiries or requests
- Maintain records of employee personnel files (hard and electronic)
- Travel occasionally based on operational needs
- Perform related projects and duties as assigned

Knowledge, Skills and Abilities Required:

- Bachelor's degree in Human Resources Management or closely related field
- Knowledge of human resources processes and best practices
- Must be able to utilize applicant tracking system software
- Working knowledge and understanding of sourcing tools (resume databases and online communities)
- Familiarity with social media recruitment preferred
- Must have Outstanding communication and interpersonal skills
- Must have good organizational and time management skills
- Working knowledge and experience with Microsoft Office (Excel, Word, Outlook, etc)

Physical Requirements:

- Position requires frequent standing, walking, hand dexterity, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, crawling, speaking and listening
- Employee is occasionally required to sit
- Employee must frequently lift and/or move up to 10 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception

Apply online at www.arcocentralalabama.org/about/careers/ or in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210