



## THE ARC OF JEFFERSON COUNTY JOB POSTING NOTICE

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| <b>Job Title: Human Resources Information Specialist</b> | <b>Job Code:</b>           |
| <b>Department: 11 (Administration)</b>                   | <b>FLSA Status: Exempt</b> |
| <b>Reports to: Human Resources Coordinator</b>           |                            |
| <b>Work Schedule: Monday-Friday 8:00am- 4:30pm</b>       |                            |

### **Pre-Requisites:**

Bachelor's degree in Human Resources Management or Business Degree.

### **Job Duties:**

The Human Resources Manager provides accurate, complete and timely employee data updates through the completion of the appropriate standard forms. Updates may relate to new hires, terminations, employee job changes, department or work location changes, changes in pay, etc. Schedules and delivers HR training and communication programs such as onboarding and new-hire orientations, annual benefit enrollment, and other employee communication initiatives as directed. Assist with the recruitment process by identifying candidates, performing reference checks, and drafting employment contracts. Support all internal and external HR related inquiries or requests. Maintain records of employee personnel files, hard and electronic copies. Assist in ad-hoc HR projects. Support other functions as assigned.

### **Knowledge, Skills and Abilities Required:**

Knowledge of human resources processes and best practices. Ability to work with ATS software. In-depth understanding of sourcing tools, like resume databases and online communities. Familiarity with social media recruiting. Outstanding communication and interpersonal skills. Ability to handle data with confidentiality. Good organizational and time management skills

### **Machines, Tools, Equipment, Software and Hardware:**

Phone, Computer, Office Equipment, Microsoft Office Products

### **Physical Requirements:**

Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, Carry, push, pull or otherwise move objects, including human body. Sedentary work involves sitting most of the time. Jobs are Sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

### **Travel Requirements:**

Occasional travel - Travel may be required based on operational needs

Email resume or application to: [jobs@arcofjeff.com](mailto:jobs@arcofjeff.com) or complete application and apply in person at 6001 Crestwood Blvd, Birmingham, Al 35212.