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| Job ID: | 304DJ |
| Job Title: | Administrator of Human Resources Services |
| Degree Requirements: | Bachelor's degree or equivalent experience with education |
| Years of Experience: | 2 to 5 years |
| Type of Position: | Direct Hire |
| Location: | Newnan / Peachtree City, GA Area |
| Salary Range: | Depends on Experience and Expertise |
| Travel Required: | Minimal |

An established metro Atlanta manufacturing firm is actively searching for an Administrator of Human Resources Services. The Administrator of HR Services will have a leading role Human Resources Services in a manufacturing environment. Candidates will be recruiting, employee counseling, OSHA logs / reporting, and maintaining training records for the facility. Other areas of responsibility include bi-weekly payroll administration, filing, recruiting, leave management, and assisting the Corporate Human Resources department.

Essential Duties:

- Having on-boarding and off-boarding processes
- To recruit, interview, and track all documents needed for hiring procedures
- Manage employee counseling programs and other programs as needed
- Ensuring all OSHA records and logs are accurate and up to date
- Processing company payroll including entering new employees into the ADP system
- Interacting with and supplying information to employees, department managers, and job applicants
- Maintaining personnel files and payroll records
- Entering employee background information
- Administering training to new employees
- Working with Staffing Firms and the Unemployment Office for recruiting purposes
- Preparing reports for site managers and leaders

MUST HAVE REQUIREMENTS for this position are:

- 2 - 5 Years of experience in Human Resources
- Previous Human Resources experience in a manufacturing environment
- OSHA record management experience
- Familiarity with benefit programs including medical, 401K, etc.
- ADP Payroll experience
- Excellent interpersonal skills
- Superb oral and written communications skills
- Well organized, detail oriented
- PC literate

PLUSSES in this position are:

- Kronos Time and Attendance experience
- Society Human Resources Management (SHRM) certificate or similar

If you meet these requirements and wish to be considered for this position, send your résumé to us in a Word document at Resumes.AT.PinnaclePlacementGroup.com mentioning the **Job ID** and the **Job Title** in the subject line of your email.

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

KEY WORDS: HR Administrator, HR Manager, recruiter, HRIS, OSHA, SHRM, on-boarding, off-boarding, payroll, HR, Kronos time, payroll coordinator, benefits coordinator, hrc, scc, hrra, Human Resources Coordinator, Service Center Coordinator, Human Resources Recruitment Analyst