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Tribe of Indians in the United States*

Position Title: Human Resources Employee Specialist

Reports To: Executive Director Human Resources

Status: Exempt, Full Time

Department: Human Resources

Salary: \$47,000-\$52,000

Primary Functions

The Human Resources Employee Specialist supports the organization's strategic goals by assisting in the administration and execution of human resources programs and initiatives. This role is responsible for supporting recruitment, onboarding, employee relations, compensation, benefits administration, compliance, and performance management activities and has a key role in fostering a positive workplace culture, enhancing employee engagement, and promoting organizational effectiveness.

Duties and Responsibilities

Manage the full recruitment process for exempt, non-exempt, seasonal, and temporary employees, from job posting through onboarding.

Conduct candidate screenings, coordinate interviews, and perform reference checks.

Coordinate and facilitate onboarding activities for new employees.

Assist with new hire orientations and exit interviews.

Administer employee benefits programs, including enrollment, claims assistance, and communication of benefit information.

Coordinate background checks and drug screenings for prospective and current employees as required.

Maintain accurate and confidential employee records, including personnel files, attendance records, and related documentation.

Ensure compliance with federal, state, and local employment laws, regulations, and human resources best practices.
Maintain I9 documentation and assist in preparing files for internal and external audits.
Assist with the preparation and organization of audit-related documentation and reports.
Support employee engagement, recognition, and retention initiatives.
Assist employees with timekeeping system setup and troubleshooting.
Assist in the development, maintenance, and distribution of employee handbooks, policies, and procedures.
Prepare and distribute human resources reports and departmental activity updates.
Coordinate performance management processes and annual performance review activities.
Process invoices and maintain records related to Human Resources expenditures and billing activities.
Facilitate effective communication between the Human Resources Department and other departments.
Participate in the development and implementation of Human Resources goals, objectives, and systems.
Foster and maintain a positive, professional, and inclusive work environment.
Perform other related duties as assigned.

Education and Experience

Bachelor's degree in human resources, Business Administration, or a related field preferred; equivalent combination of education and experience may be considered.
Minimum of three (3) years of Human Resources experience preferred.
Working knowledge of human resources principles, practices, policies, and procedures.
Knowledge of federal, state, and local employment and labor laws.
Experience with Human Resources Information Systems (HRIS); experience with ADP is preferred.
Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
Excellent verbal and written communication skills.
Strong interpersonal skills with the ability to maintain confidentiality and professionalism.
Exceptional organizational, time management, and record-keeping abilities.
Ability to manage multiple priorities in a fast-paced environment while maintaining accuracy and attention to detail.