

**Title: Human Resource Support Specialist**
**Date Last Modified: September 2021**

<b>Department:</b>	G&A	<b>Classification</b>	Non-exempt
<b>Supervisor:</b>	Director of OL&D	<b>Grade:</b>	G
<b>Status:</b>	Full Time	<b>EEO Group:</b>	

**Position Objective:**

The professional lead to provide support to the Human Resource / Organizational Learning and Development department for the efficient day-to-day operations. General business support will be requested. Must always project a professional company image in a friendly manner through in person, phone, and electronic interactions.

**Essential Functions and Responsibilities:**

- Actively participates in promoting, supporting and enhancing our Core Purpose, Core Values and Company Culture.
- Maintain a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, co-workers, and management.
- Fully embraces Great Game of Business (GGOB), Scaling Up, and all strategies and activities related to financial transparency and information sharing, including timely updates to revenue goals.
- Other duties as assigned

**Organizational Learning and Development / Human Resource**

- Provides support in recruiting and interviewing of potential new team members
  - Assist in scheduling of interviews and communications
- Provides support in onboarding new team members
  - Oversees “first impression” activities for new team members
  - Generates ideas to further enhance the on-boarding process
- Assist with internal BWe Organizational development trainings
  - Provides support for learning and development activities
- Works with departments to identify companywide training opportunities
  - Manages Training Calendar
  - Tacks team member training hours
- Provides support in administering company benefits and payroll activities
- Provides support with activities related to team member engagement
  - Culture Crew leader/event planning lead
  - Workplace Planning leader
  - Quarterly Satisfaction
  - Wellness

**General Support**

- Sort and distribute incoming mail daily
- Perform general clerical duties to include but not limited to: copying, faxing, mailing, scanning for the benefit of all BWe team members as time allows
  - Identifying opportunities to streamline and automate while maintaining the human touch

- Package and prepare for shipping through logistics, all outgoing office UPS/Fed Ex packages.
- Monitor and purchase office, business (letterhead, business cards) and kitchen supplies
- Setup and coordinate meetings and conferences as needed.
- Perform errands that assist daily functions: post office, supplies, company sponsored meals
- Provide support as needed with answering telephones w/in 2-rings and accurately transfers to appropriate team member, providing sufficient background information

**Essential Qualifications - Education, Experience, Skills:** (in order of importance)

- Bachelor's Degree preferred, Associates Degree with experience will be considered
- Minimum of 1 year administrative/clerical training or experience desired
- Proficient in MS Office products Word, Excel and Power Point
- Excellent communication skills, both verbal and written
- Excellent telephone skills
- Good interpersonal skills
- Dependable and highly organized
- Ability to work independently and as part of a team
- Experienced in working with sensitive employee and employer company data

**Essential Values:** For all employees; all of equal importance)

- OUR Team – ONE Company
- We Honor OUR Commitments
- Our Customers' Success is Our Success
- We have the RIGHT Conversations

**Physical Demands:**

- Computer keying repetitive motions
- Possible eye strain
- Minimal travel required

**PHYSICAL ACTIVITY CHART – Human Resource Support Specialist**

<b>ACTIVITY</b>	<b>OCCASIONALLY REQUIRED</b>	<b>FREQUENTLY REQUIRED</b>	<b>List JOB RESPONSIBILITIES that require physical demands checked</b>
Standing	X		Copying, faxing.
Walking	X		In office resolving vendor and accounting issues
Sitting		X	All duties
Lifting	X		Office supplies
Carrying	X		Office supplies
Pushing			
Pulling			
Climbing			
Balancing			
Stooping			
Kneeling			
Crouching			
Crawling			
Reaching			
Handling			
Feeling			
Speaking		X	Interaction with employees, vendors
Hearing		X	Speaking with employees, vendors
Seeing		X	Computer work, forms, reports
Depth Perception			
Color Vision			
Repetitive Motion		X	Keying and clicking mouse for computer