



## **PEOPLE SUCCESS & BENEFIT SPECIALIST**

Reports to: Business Manager

FLSA Status: Exempt

### **SUMMARY**

The People Success & Benefit Specialist fulfills a vital role on to our Burcham Companies Team and will execute a large variety of tasks which support the recruitment, hiring, onboarding and development of employees. The Specialist will create innovative job postings, pre-screening candidates, conduct background checks, interview and participate in the hiring process, attend career fairs, provide backup for employee training and onboarding, assist with job descriptions and develop company-wide communications. This individual's work may include handling sensitive or confidential information, in which case the Leader must exercise restraint and tact. The individual must be able to embrace an 'ownership thinking' approach to doing business and be able to perform under limited guidance and tight deadlines. Specialist will be key in business development for additional benefit and payroll companies to ignite additional streams of revenue sources for Burcham Companies continued growth models.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee heavy scheduling and calendar invites for recruiting, meetings, committees, events, etc.; adapt to last-minute changes in schedules and priorities
- Perform administrative work: recruitment, job descriptions, onboarding, payroll entry and auditing, take information and create content
- Process paperwork and follow up documentation for background and reference checks
- Take ownership of the onboarding of new hires and preparing schedules
- Assist with new hire training
- Assist with wellness and benefit activities (anniversaries, birthdays, etc.)
- Provide backup and support to Key Point Indicator meetings with department leaders
- Assist with internal communications to employees
- Handle confidential information with sensitivity and discretion
- Payroll Administration and Process Procedures; including payroll tax deadlines
- Process and administer Worker's Compensation claims, process premium audits and premium payments
- Track and assist in all Employee Accident Forms and Claims
- Administer Employee Safety Trainings and track all Employee Certifications
- Administer Employee Handbook and Company Policy Procedures including updates
- Obtain and Maintain Human Resource Certifications to be the lead on all current laws and changes for company

- Maintain Company Organization Chart
- Prepare for business development growth for future benefit and payroll company opportunities
- Focus on achieving company goals, embrace the company's mission and vision statement and live according to our core values
- Protect and assure Burcham Companies' values and policies are upheld and complied to, and that all of our company processes are implemented as appropriate
- Assist with learning management system, development of career paths for employee owners, and monitors market trends
- Perform all other duties as required and assigned

#### QUALIFICATIONS

- Bachelor's Degree preferably in a business or human resources field
- Accounting and human resources historical job experience
- Self-starter with the ability to work independently with minimal supervision
- Ability to effectively communicate with individuals from a wide variety of backgrounds and viewpoints
- Proven ability to remain confidential
- Experience assisting leaders and working with people
- Extremely organized and detailed oriented
- Willingness to work until the job is complete – A get it done mentality!
- Able to work in a fast-paced environment and manage deadlines
- Ability to work well with all types of personalities
- Has a sense of urgency
- Great verbal and written communication skills
- A team spirit
- Technological skill set to include use of Word, Excel, PowerPoint, Web-X, Outlook and other software as required

#### WORKING CONDITIONS

- This work occurs in a typical office working environment, that is fast paced with high visibility of goals and objectives.
- Employee will spend long periods of time working on a computer and using the telephone.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to use hands to fingers, reach, climb stairs, walk, sit for long periods of time, talk and hear.
- The employee must occasionally lift and/or move up to 25 pounds.