

Job Title: HR Specialist

Reports To: Director of Human Resources

FLSA Status: Exempt

Location: Winchester

Department: Human Resources

Position Summary:

The HR Specialist supports the Human Resources function by administering and coordinating a variety of HR processes and programs. This role ensures compliance with company policies and employment laws, while promoting a positive and inclusive workplace culture. Areas of focus may include talent acquisition, onboarding, payroll, benefits administration, employee relations, training coordination, and HRIS maintenance.

Key Responsibilities:

- Coordinate and support the recruitment process, including job postings, screening, interview scheduling, and communication with candidates.
- Administer onboarding and offboarding processes to ensure smooth employee experience.
- Process biweekly employees across locations and assist with payroll reporting.
- Respond to employee inquiries regarding HR policies, benefits, and procedures in a timely and respectful manner.
- Maintain accurate and up-to-date employee records in the HRIS and physical files.
- Support benefits enrollment, changes, and communications, and liaise with benefits providers as needed.
- Assist with employee relations matters by documenting conversations, and escalating issues as appropriate.
- Track and report HR metrics, such as turnover, headcount, and time-to-fill.
- Support training and development initiatives, including scheduling, tracking completions, and evaluating feedback.
- Ensure compliance with federal, state, and local employment laws and regulations.

- Participate in special projects and HR initiatives to support business goals.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- 2+ years of experience in Human Resources, payroll experience a plus.
- Working knowledge of HR principles, labor laws, and best practices.
- Strong interpersonal and communication skills; ability to maintain confidentiality.
- Proficiency with HRIS systems and Microsoft Office Suite.
- HR certification (e.g., SHRM-CP, PHR) is a plus.
- Bilingual skills may be an asset, depending on the workforce.

Work Environment:

- Full-time position, typically Monday to Friday, with occasional extended hours required for strategic initiatives and meetings.
- Some travel may be required depending on the organization's location and business needs.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Interested candidates should send their resume to habitathr@memphishabitat.com

The starting salary is \$50,000

Location: 7136 Winchester Rd., 38125