

Chimp Haven is hiring!

Human Resources Generalist or Administrator

Come join our growing team!

As Chimp Haven's Generalist or Administrator, you are detail-oriented, flexible and love people. You are an innovative problem-solver who keeps up with the latest trends and ever-changing regulations. As a compassionate person, you have a natural ability to treat each employee as an individual and develop relationships with our staff and managers. And finally, you are a team player who welcomes the opportunity to collaborate with your colleagues and others to provide the best service possible to and for our staff and organization.

Come join our team of dedicated staff who are committed to the well-being of chimpanzees, the organization and each other.

To apply, please send a cover letter and resume to careers@chimphaven.org or fax to 318-925-5600. For more information, please visit our website at www.chimphaven.org

Human Resources Administrator

Open: November 1, 2017

Closed: When filled

Job Classification

Shift: Normally days, but night and weekend work may be required.

FLSA: Normally exempt but may be Non-exempt

Risk Level: 1

Job Summary

Provide support for the finance and administration department. Most duties performed under the general supervision.

Duties and Responsibilities

- Deliver excellent HR customer service at all times; applying strong communication skills to all interactions with employees, vendors, management, the public at large.
- Maintain confidentiality and security of all employee and certain proprietary company files and information.
- Possess knowledge of and ensures compliance with all legal requirements as well as federal and state government reporting and regulations, to include contractual requirements, affecting human resources functions; FLSA, FMLA, EEOC, ADA, ERISA.
- Participates in analyzing the efficiency, efficacy, and compliance of existing HR goals and programs, objectives and systems; provide input and suggestions to effect continual improvements of department and services performed.
- Performs administration of all company employee benefits including required reporting, approving invoices for payment and communicating benefit information to employees.
- May apply investigative and employee counselling knowledge and experience.
- Conducts recruitment effort for all personnel including temporary employees; assists managers to ensure all required documentation is in place prior to beginning hire process as well as providing support to managers during the process.
- Facilitate the execution of onboarding/new hire orientation including eVerify; obtain follow up to the experience; monitor and analyze the process and outcomes; identify improvement opportunities.
- Handles employee exit paperwork including all internal and external documentation.
- Analyze data related to absenteeism and vacation usage to provide structure and guidance to management and to address employee trends or areas of business productivity.
- Analyze data related to employee separation to identify opportunities for improving employment experience to reduce turnover and increase retention; collaborate with senior management to implement new programs, strategies and policies.
- Provide support in administering performance review program as required.
- Maintains employee manual including periodic suggestions for improvement or revision.
- Maintain knowledge of organizational policies and procedures and programs, respond to inquiries regarding same.
- Provide assistance to ensure all professional staff is appropriately credentialed, certified and/or licensed within the context and requirements set forth by laws, policies, and related regulatory organizations.
- Provide options for management training as demand requires.
- OSHA Reporting & Compliance. Consult with managers and staff as to safety policy and processes, assumes a role on accident review committee(s).

- Occupational Health Administration to include pre-hire, post-hire, and accident appointments.
- Coordinate Annual TB testing for all employees.
- Ensure all employees are in compliance with insurance policies.
- Perform background checks on all new hires.
- Develop job descriptions.
- Keep all mandatory legal postings up-to-date in break rooms quarterly.
- Enter data into medical and training records databases and monitor recordkeeping systems.
- May assist with relocation process for new employees.
- May process bi-weekly payroll and all related activities.
- May process end of the year payroll reporting and W-2's.
- Perform related duties or special projects as required and assigned. Job duties and requirements may be changed as needed to meet current and future business needs.

Supervision and Responsibility

- Reports to the Chief Financial Officer, but typically requires little direct oversight.
- Does not supervise anyone, but may serve as group or team leader.
- May assist with training new employees.
- Knowledgeable about variety of the field's concepts, practices and procedures.
- Relies on pre-established guidelines and experience to plan and accomplish goals.
- Exercises judgment to make recommendations for improvement.
- May represent organization at personnel-related hearings and investigations.

Education and Experience

- Bachelor's degree in a subject area directly related to or in Human Resources is required.
- HR Certification preferred.
- A minimum of five years of Human Resources Generalist or higher experience is required.
- A combination of education, certification and experience may be considered.
- Must be excellent in communicating, possess strong written and verbal communications, organizational skills and have the ability to work independently in a dynamic environment, meet deadlines, multitask, prioritize, and interact fluently and effectively with individuals at all levels and from diverse backgrounds.
- Must be able to use common computer programs.
- Should have previous experience performing as a change agent with an emphasis on aligning company practice and future growth with the company's mission and values.

Send cover letter, salary requirement and resume to: careers@chimphaven.org or fax resume to Human Resources Department @ 318-925-5600.