

brownrudnick

Job Title:	Human Resources Specialist
Department(s):	Human Resources
Office:	Boston, Hartford, New York, Washington, DC
Status:	Non-Exempt
Reports to:	Senior HR Manager

Position overview:

The Human Resources (HR) Specialist will work alongside the Senior HR Manager and other members of the HR team on various HR functions including staff evaluations and professional development, new hire orientation and onboarding, HRIS, and compliance. He/she will work collaboratively with one other HR Specialist on additional projects to support effective and efficient operations of the Firm's Human Resources department

Essential Duties and Responsibilities:

Human Resources

- Maintain employee personnel and I-9 files and ensure relevant employee data is accurately updated in the firm's HRIS database.
- Generate regularly scheduled and ad hoc reports as needed.
- Prepare new hire orientation materials and schedules across multiple US offices.
- Ensure firm policies and procedures remain in compliance with legislative and regulatory updates.
- Coordinate monthly staff evaluation process which will include requesting and finalizing evaluators, sending feedback requests through the firm's professional development system, chasing feedback and working with managers on finalizing evaluations.
- Work alongside HR Specialist and Payroll Specialist to provide support for time and attendance system.
- Provide assistant to other members of the HR team to administer various training and morale boosting programs.
- Perform other duties as assigned.

Required Skills:

- Commitment to excellent client service and quality
- Ability to work with all levels of management.
- Capacity to work comfortably in a rapidly changing environment on multiple, ongoing projects.
- Must be able to handle confidential information with discretion and sensitivity.
- Strong organizational, communication and writing skills.
- Ability to prioritize work using time efficiently.
- Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Ability to work with team and independently.
- Bachelor's degree required.

Qualifications:

- Minimum of 3 years of experience working in a professional office setting.
- Bachelor degree required.
- Strong technical skills and proficiency in all Microsoft applications.
- Good knowledge of the principles/practices of HR administration preferred.