**HR Leave Management Specialist**

[*Apply HERE!*](https://www.governmentjobs.com/careers/nebraska/jobs/2615468/hr-leave-management-specialist?keywords=Leave%20management&pagetype=jobOpportunitiesJobs)

*Posting closes 11/13/2019 at 11:59PM*

I wouldn't scroll past this amazing opportunity to work with a great team!

In this role, you will make a huge impact on people you partner with, by providing customer focused, friendly, and top notch service to a variety of customers. We are a fun, dynamic, and innovative team responsible for anything, from being involved in recruitment to off-boarding, and anything in between. We work in a very fast paced environment that is growing and constantly changing. If this sounds like the culture that you'd enjoy, you should fit right in with our team!

We would also love to invite you to check out our total compensation package, which includes: 12 paid holidays; vacation and sick leave; State-matched (156%) retirement plan; health, dental, vision, and life insurance options! Treating others with dignity & respect – ethically sound – customer always the priority. Sound like you? This might be your perfect fit!

**What you'll bring:**

Two years of experience performing human resource/personnel work such as: Recruiting and orientating new employees, processing personnel/payroll transactions and maintaining related databases, or processing or assisting with grievances, disciplinary actions, and related fact-finding, OR,

One year of coursework or training in human resource management, personnel administration, or employee/labor relations, or other administrative discipline with emphasis in human resource management, personnel administration, or employee/labor relations.
**PREFERRED:**  2 years' experience administering FMLA and maintaining Worker's Compensation claims.  Experience sorting and analyzing data

**In this HR role you’ll:**

* Administer all FMLA claims by sending out necessary documents and communications, explaining the process, and answering questions.
* Partner with hiring managers to create job postings, recruit, and onboard new teammates.
* Use people analytics and analyze data to create process efficiencies & solve business problems.

**Knowledge, Skills and Abilities:**

* Innovative and out of the box thinking
* Works well in a team environment
* Self-starter who does not require micromanagement
* Enjoys a relaxed and fun work environment