



Position Summary:

The HR Specialist plays a key role in supporting the growth of both the Commonwealth Human Resources team and the broader company by providing essential procedural and operational assistance to the Human Resources team. This role is ideal for individuals starting their HR career and looking to gain hands-on experience in a variety of HR functions. The HR Specialist assists with day-to-day tasks such as maintaining employee records, supporting onboarding efforts, benefits reconciliation and execution, and helping ensure HR processes run smoothly and efficiently.

Primary Responsibilities:

- Oversees the on-boarding procedure by monitoring background checks and/or motor vehicle records, ensuring compliance with drug/alcohol screening, and updating new hire documentation as required.
- Manages the electronic on-boarding system and personnel file system appropriately.
- Coordinates with payroll to set up new hires in the payroll system.
- Administers the Learning Management System (LMS) new hire training as assigned.
- Communicates, when appropriate and necessary, regarding new hires
- Monitors the completion of the I9 form by new hires.
- Produces employee identification badges using the provided data.
- Assists with the monthly reconciliation of benefits billing statements
- Generates and uploads weekly reports pertaining to 401k plans and other employee benefits.
- Contributes to assigned compensation surveys by extracting reports from the system and responding to standardized inquiries.
- Monitors annual driving record reviews.
- Assists with semi-annual review of accuracy of personnel data.
- Supports the implementation of employee engagement surveys as directed.
- Exemplify, promote and foster our purpose of Committed to Excellence through our Core Values of Customers, Employees, Character and Mastery.
- All other duties as assigned and required

Required Qualifications:

- Good interpersonal skills
- Excellent record keeping and organizational skills
- Excellent communication skills, written and verbal
- High level of attention to detail and accuracy
- Excellent computer skills (Word, Excel, PowerPoint, etc.)

Education and Experience:

- High school diploma required, Bachelor's degree in Human Resources, Business or the like is preferred.
- 0-3 years within an HR role is preferred