

## Human Resources Specialist

Reports to: Primary: Senior Human Resources Manager

Secondary: Director of Human Resources

Department: Human Resources

Division: Everts Air Cargo

Station: FAI

---

### Job Summary:

The Human Resources Specialist performs a wide range of personnel duties within a procedural framework set by the Human Resources Department. This position specializes in the recruitment process for Everts Air as well as support other functions in personnel and benefits.

### Essential Functions:

1. Act as the principal advisor to Leadership on recruitment. Identify recruitment sources and advise management on appropriate recruitment and staffing methods.
2. Create and publish job ads in various recruitment portals and maintain connection with external recruitment resources.
3. Connect with potential candidates online and offline, screen applications and support hiring managers.
4. Extend job offers and establish reporting dates, coordinating with all responsible personnel to ensure pre-employment requirements are met.
5. Provide technical advice in subject matter area to employees, management, and applicants both within and outside of Everts Air.
6. Provide HR compliance direction and support to supervisors and managers.
7. Conduct new employee HR onboarding.
8. Time Clock Management- Provide leadership support and training as needed to take full advantage of our timekeeping resources and reports to benefit leadership.
9. Assist with HRIS system maintenance and information and data integrity. Accurately organize and file HR related paperwork to appropriate files.
10. Conduct new hire and employee terminations to outside agencies such as CSED. Process termination of benefits and provide required documentation such as appropriate company notices and COBRA notices.
11. Benefits Administration Support- Set up and update employees with needed programs. Notify carriers of changes to employee or dependent information. Conduct a benefit eligibility audit after each pay period. Perform monthly, quarterly, and annual audits of the benefit enrollments.
12. Process HR related paperwork to include CSED deduction orders, payroll deductions, payroll changes and any other HR related forms.
13. Maintain and refer to the HR Specialist Workplace Instructions as the detailed resource for duties and responsibilities.
14. Perform other duties as required.

### Additional Responsibilities:

#### Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

#### Security

1. Comply with all security practices, policies, and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

#### Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.

2. Ensure adherence to procedures that promote the health and welfare of all employees.
3. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

**Physical Abilities:**

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Qualifications:**

1. Must have a minimum of 3+ years of related experience as a Human Resources Representative or equivalent combination of education and work experience.
2. Excellent Organizational, interpersonal and communication skills and comfortable with frequent change.
3. Requires the ability to make decisions and/or coordinate with HR Manager to promptly respond to applicant and employee inquiries for information.
4. Ability to communicate both written and orally.
5. Ability to maintain confidentiality in all aspects of supervisory and financial functions.
6. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
7. Excellent keyboard skills to keep computerized records.
8. Ability to work with limited supervision and highly motivated.
9. Good reasoning abilities and sound judgment.
10. Resourceful.
11. Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.
12. Knowledge of Human Resources policies, procedures and more importantly their application in the day to day working environment is critical.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_