

Human Resources Office Administrator

WB Residential Communities is seeking a full-time HR Office Administrator to join our team. Our ideal candidate has experience with HR procedures and office administration and should demonstrate that they are driven, self-motivated and uphold confidentiality while being highly organized that can juggle various tasks in a timely manner.

Responsibilities

- Provide administrative support for HR Coordinator.
- Reviewing, processing, and locking the companies Bi-Weekly and Weekly payroll.
- On-boarding and off-boarding all site employees.
- Drafting and facilitating offer letters as well as other HR documents to all off site employees.
- Maintaining various employees' personnel records and HR data.
- Assist department by providing current employee information (e.g., leave of absence, sick days, PTO accrual, work schedules).
- Answer employees' questions and provide requested information.
- Kitchen and office supply ordering and organizing inventory.
- Scheduling calendars for corporate conference rooms.
- Answering mainline calls and transferring to the appropriate parties.
- Collecting and distributing in-coming and outgoing mail.
- Assisting with organizing company events and parties.

Requirements and Skills

- Bachelor's degree in Human Resources or recent graduate. Prefer 1-2-year experience in HR field.
- Ability to handle and maintain confidentiality of highly confidential/sensitive information appropriately is an absolute must.
- Excellent verbal and written skills with a data-driven mindset.
- Proficient in Kronos helpful. MS Excel and Word is required.

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- Ability to understand statistical data and how to apply them to HR processes (e.g., PTO payout, PTO accrual).
- Attendance, punctuality and a strong consistent work ethic are essential.
- Excellent time management skills and the ability to prioritize work with attention to detail.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Qualifications

- College graduate or equivalent (Preferred).
- US work authorization (Required).

Job Type: Full-time

Salary: From \$42,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location: One location

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Full COVID-19 vaccination is required for this role. We will adhere to all federal, state and local regulations and will obtain necessary proof of vaccination prior to employment to ensure compliance.

AAP/EEO Statement: WB Residential Communities is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.