



JOB DESCRIPTION

Human Resource Specialist

Responsibilities

- Responsible for administrating various human resource plans and procedures for all company personnel.
- Assist in evaluation of reports, decisions, and results of department in relation to established goals.
- Administer hourly compensation program; monitors performance evaluation program and revises as necessary.
- Maintain a high level of knowledge of general state and federal employment compliance requirements.
- Flexible to assist in other duties as assigned.

Education & Experience

- Bachelor's degree required, preferably in Human Resources or related field.
- 5+ years Human Resource experience required.
- Salary: To be determined on level of experience.

[For a full description of the position, please click here.](#)