Job Description :

**Human Resources Administrator**

**General Information:**

* Department: Human Resources
* Reports to: Human Resources Manager
* Category: Salaried, exempt position
* Description current as of: October 2024

**Essential Role**: Facilitates key operations of the HR Department including employment screenings, orientations, policy development, and employee data entry.

**Main Responsibilities:**

* Conducting initial zoom interviews, onboarding candidates, entering HR/employee data, other HR supported duties as needed
* Oversee employee profiles in Paycom
* Assist in development and implementation of human resource policies & procedures
* Maintain employee files and records in electronic and paper form
* Lead EEO1reporting
* Ensure compliance with labor regulations
* Works with staff and management to communicate respectfully toward operational success
* Meet with Human Resource Manager weekly

**Secondary Responsibilities:**

* Assist HR manager in departmental activities
* Help assist in other departments as needed
* Assist with housing assignments for staff
* Participate in Safety Committee meetings
* Investigate, report, and record workplace incidents
* Oversee female housing and meet regularly with house mom
* Onboard Ecola/PT staff
* Disciplining staff with write-ups
* Attending and participating in weekly department and staff meetings
* All other duties as assigned

**Qualifications/Skills Required:**

* A Christian in agreement with CBCC’s statement of faith and purity policy
* A growing personal relationship with Jesus Christ and a consistent Christian testimony
* At least two years’ experience working in HR or business administration
* Maturity to work in a mentor role with younger adults
* Two years’ experience in ministry leadership (preferably as an event or program supervisor at a Christian conference center or camp)
* Ability to lead others and extensive supervisory skills
* Comfortable and experienced in leadership roles
* Able to communicate and cooperate with other CBCC departments and supervisors
* Excellent written and verbal communication skills
* Well organized, excellent administrative abilities and able to manage big picture and details
* Comfortable using Word, Excel, Canva, and Publisher.

**Physical Demands:**

Sit: 3 consecutive hours 3-6 total hours per day

Stand/Walk: 2 consecutive hours 6-8 total hours per day

Employees may alternate between/sit stand as needed. Use of both hands needed.

Occasional**:** Hand work (Grasping, pushing, pulling,)

Bending/twisting

Kneeling/squatting

Stairs

Lifting weights between 10 – 50lbs

Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR signature \_\_\_\_\_\_\_\_\_\_\_\_Date