

## JD For Personnel Administrator

Job Title: Personnel Administrator

Company: [Company Name]

Location: [City, State]

### Job Description:

As a Personnel Administrator, you will be responsible for managing the day-to-day operations of the human resources department. This includes recruiting and hiring new employees, maintaining employee records, administering benefits, and ensuring compliance with all federal, state, and local employment laws and regulations. Additionally, you will work closely with management to implement and maintain company policies and procedures.

### Key Responsibilities:

- Recruiting and hiring new employees
- Maintaining employee records and ensuring compliance with all federal, state, and local employment laws and regulations
- Administering benefits and other HR-related programs
- Assisting with the development and implementation of company policies and procedures
- Providing support to management in all areas of human resources

### Technical Competency Requirements:

- Strong knowledge of employment laws and regulations
- Experience with HR software and systems
- Experience with data entry and record-keeping
- Experience with Excel and other data management tools

### Behavioral Competency Requirements:

- Proven ability to work well in a team environment
- Proven ability to work independently
- Proven ability to handle multiple tasks simultaneously
- Proven ability to meet deadlines
- Proven ability to adapt to change

- Proven ability to work with sensitive and confidential information

## Qualifications:

- Bachelor's degree in Human Resources or related field
- 1+ years of experience in human resources or related field
- Strong understanding of employment laws and regulations
- Experience with HR software and systems
- Experience with data entry and record-keeping
- Experience with Excel and other data management tools