

Job Description

The **Human Resources Specialist** reports to the HR Director and provides professional and administrative support in HR functional areas including recruiting and onboarding, employee and labor relations, employee development and training, and benefits administration. Support operations in the areas of staffing; employee relations; and workplace safety. Assist in developing HR procedures; sourcing, screening, and recommending candidates for employment. Oversee employee temporary labor services to insure adequate staffing levels. Reconcile invoices from vendor. Help employees to understand benefits, company policies. Assist in developing new programs and services related to HR and health and wellness activities. Recommend changes to enhance efficiency of department operations and assist in implementing changes. Comply with regulatory and legal requirements.

Skills and Experience

- Associate's degree in Human Resources, Industrial Relations, Business Administration, or similar field.
- Professional Human Resources certification (HRCI, SHRM) preferred.
- Minimum 3 years professional experience human resources/employee relations experience in manufacturing or continuous process plant.
- Ability to maintain confidentiality and high degree of integrity.
- Proficiency in Microsoft Office applications and keyboarding skills.
- HRIS administration, preferably with ADP or similar vendor.
- Ability to express oneself clearly, concisely, tactfully orally and in writing.
- Ability to plan and organize work effectively to meet established deadlines.
- Read, write, and speak English. Professional and clear telephone demeanor.
- Bilingual Spanish required.
- Prior HRIS/electronic HR administration experience, ADP preferred.
- Experience in maintaining a non-union presence or in the administration of a collective bargaining agreement preferred.
- Ability to develop and maintain strong professional relationships with employees and public.
- Strong analytical and problem solving skills and ability to assist exercise sound judgment in evaluating situations and making decisions. Attention to detail and time management skills essential.
- Ability to be flexible, work with interruptions, and shift priorities of work as required.

We have a great compensation package including medical, dental, pension, 457, PTO, life and disability and would love to talk to qualified candidates. If that's you, send your cover letter, resume, salary history to humanresources@rirrc.org by April 18, 2016. Rhode Island Resource Recovery is an Equal Opportunity Employer.