

## HUMAN RESOURCES SPECIALST

### Company Summary:

We are innovative. We are customer centric. We are experience focused. We embrace the changing ideal of what and where people call home. We also believe in our formula for success – talented team collaborating with integrity, always executing, always innovating, while transforming neighborhoods and enhancing peoples' lives.

Onyx+East is a full-service home builder including development, construction, marketing, design, and sales – focused on serving clients seeking walkable neighborhoods and homes that make their life more connected and convenient. Headquartered in Indianapolis, Onyx+East is comprised of inspired and industrious individuals who are passionate about active lifestyles, exceptional customer experiences and creating solutions for neighborhoods that positively impact communities.

### Job Summary:

The Human Resources Specialist prepares benefits packages, sets up company policies, administers and performs the timely and accurate processing of wage and tax data for all company employees. The position will maintain and update employee records and ensure team members are in compliance with HR procedures.

### Key Job Duties and Responsibilities:

- Oversees annual benefit enrollment process, including preparing/updating all benefits materials
- Manages all benefit life event status changes, including COBRA, ensuring documentation is provided and information is complete/correct
- Point of contact for Health Insurance and 401K administrators
- In conjunction with HR Manager, assists 401K auditors with annual reports
- Completes regular benefit audits confirming/updating benefit eligibility
- Creates monthly benefits communications for company distribution; posts on intranet; coordinates webinars with external vendor
- Maintains and updates HR resources pages on the company intranet site and HRIS system
- Completes all compliance reporting including EEOC and ACA filings annually
- Provides support for Human Resources Manager including, but not limited to, employment changes, leaves of absence, and payroll functions
- Will assist and act as a backup for all employee onboarding activities
- Assists in reconciliation of monthly insurance invoices
- Administers employee performance review forms and compensation related documents in Employee Personnel files in a timely manner
- Conducts bi-weekly and on demand payroll settlement validation

- Processes, performs and/or validates data entry through manual keying and/or data loads for new hires, additional earnings, one-time payments, missed hours, unemployment rates, and other data/processes, as needed
- Responds to agency reporting requests from tax agencies and the Bureau of Labor Statistics
- Recommends or participates in the development of new procedures and policies related to payroll operations utilizing knowledge of state and federal wage and hour law
- Understands and applies O+E HR/Payroll policy and procedures; escalating as needed
- Demonstrates an interest in maintaining current knowledge in all relevant areas of payroll administration
- Maintains high level of confidentiality of all payroll and employee information
- Other duties as assigned

### Experience and Skill Requirements:

- Minimum of 2 years of Human Resources or payroll management
- Prior experience in Benefits administration required
- Proficient in Microsoft Office – Word, Excel, Power Point
- Bachelor's degree preferred
- Ability to maintain strict confidentiality
- Demonstrate effective customer service skills for interaction with all levels of the organization
- Ability to work independently and as a team
- Must possess good time management skills and ability to meet deadlines
- Excellent written, verbal, communication and interpersonal skills. Effective planning and prioritization skills necessary. Must be organized and detail oriented. Must be able to work with confidential information in a professional manner.
- Confident self-starter and quick learner who is comfortable with ambiguity and very adaptable

Position Reports to: Human Resources Manager