



Bay State Milling Job Description

Job Title: Human Resources Administrator
Department: Human Resources
Reports To: Human Resources Manager
FLSA Status: Non-exempt
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Revised Date: 3/9/2020

SUMMARY

The Bay State Milling Human Resources team delivers services to a high-functioning and highly engaged workforce across the United States. Based in our Corporate offices in Quincy, MA and reporting directly to the Human Resources Manager, the Human Resources Administrator will provide administrative support for various Human Resource functions with particular emphasis in the areas of benefits and payroll support. This position interacts with employees across all locations and levels within the Company.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Provides support for team of HR Managers as well as HRMS/payroll team.
- Creates, updates and maintains employee personnel and confidential files.
- Manages benefits administration for all employees within the Company as well as coordination of billing and payments with all benefits vendors.
- Provides support during annual open enrollment, including coordination of onsite meetings and distribution of materials, collection and tracking of returned employee information and forms, and completion of all necessary changes with various vendors as well as within our Human Resources Management System (UltiPro).
- Assists employees with benefit questions including claims resolution and other various benefit-related questions.
- Administers Company COBRA program, including sending mailings, maintaining records of enrollments, collecting payments, and drafting letters to participants as necessary.
- Accurately records and maintains all employee data changes into UltiPro in coordination with payroll schedule including new hires, re-hires, terminations, promotions, benefits changes, etc.
- Manages Company FMLA and Short-Term disability claims, which includes compiling appropriate paperwork when requested, tracking deadlines, submitting paperwork to external vendors when required, tracking and collecting benefits payments, and working with assigned HR Manager on overall claim management.
- Manages Company Random Drug Test program across all sites.



- Other administrative HR tasks, including employment/income verifications (mortgage requests, Worker's compensation), review and distribution of incoming HR mail, distribution of monthly service awards, maintenance of Human Resources intranet site, and assistance with processing employee 401(k) plan requests and paperwork.
- Participates in the Company's wellness & culture teams.
- Maintains compliance with federal and state regulations concerning employment.
- Performs other related duties as required and assigned.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- A bachelor's degree and one (1) to three (3) years of Human Resources experience, OR a high school diploma and three (3) to five (5) years of experience in the HR field, OR any similar combination of education and experience.
- Must have the demonstrated ability to handle multiple projects and details simultaneously.
- Requires self-direction, tact, diplomacy and a clear, courteous and professional manner when dealing with employees, outside vendors and others.
- Must demonstrate effective oral and written communication skills and the ability to work cooperatively with employees inside and outside of the department.
- Ability to handle sensitive information with confidentiality is essential.
- PHR or SHRM-CP certification is a plus.

Proficiency in Word, Excel, PowerPoint, Outlook, and other Windows applications is required. Must have familiarity with most types of modern office equipment including copiers, scanners, computers, and phones. Knowledge of online services and the internet required. Knowledge of payroll or HRIS and reporting systems is preferred, specific Ultimate Software (UltiPro) experience is a plus.

LANGUAGE SKILLS

English fluency is essential. Must have strong verbal and written communication skills, with ability to respond to either common and sensitive inquiries or complaints from internal and external customers. Spanish language skills are a plus.

MATHEMATICAL SKILLS

Ability to work with basic mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Must have seasoned judgment and business situation versatility, with ability to define problems, collect data, establish facts, and draw valid conclusions.



OTHER SKILLS & ABILITIES

Demonstrates considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills, and excellent interpersonal skills. The ability to work independently and cooperatively across functions is essential. The ability to work with highly confidential and sensitive data and materials in a professional and appropriate manner is critical.

PHYSICAL DEMANDS *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit or stand. The Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is generally exposed to a non-manufacturing, office type environment and not subject to noise, dust, industrial type machinery. Occasionally and when visiting operating sites, the employee may be exposed to limited amounts of dust and noise and be in the general vicinity of large manufacturing equipment.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result, any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.