

# Human Resources Specialist



**Posted:** May 4, 2021 | **Deadline:** May 28, 2021 5:00 PM CST

**Job Type:** Full-Time | **FLSA Type:** Exempt/Salary

## Position Summary

Taylor Electric Cooperative is seeking an HR Specialist who will play an integral role in our continued growth and success, supporting all HR functions for TEC, and our growing fiber broadband division, Access Taylor. The ideal candidate will have experience in benefits and leave administration, managing HRIS systems, on-boarding, benefits, and HR compliance reporting. The HR Specialist would be part of a team within the Finance & Accounting Department, working closely with Payroll and the Accounting Manager. This is an outstanding opportunity for someone who is passionate about human resources, and able to work both independently and collaboratively, while also prioritizing a diverse workload.

## Essential Job Duties Include

- **Benefits & Leave Coordination:** Benefit Coordinator for: 401k, pension, disability, dental, health, retirement, life, and supplemental benefits programs. Administers COBRA, FMLA and various Employee Leave Programs.
- **Employee Relations/HR Policy Compliance Support:** Obtains necessary training/education to stay current with employment, payroll, and benefit laws; Provides professional support in addressing HR issues. Notifies Manager of HR issues, violations of Federal, State Laws and Workplace Policies. Assists in providing HR training. Termination/Retirement Processing. HR initiatives: employee service awards, safety awards, retirement celebrations
- **HR Systems and HR Website Administrator Data Reporting**
- **Payroll:** Works with the Payroll Specialist, provides support and generates reports for the additional areas of responsibility covered by payroll. Serves as the back-up for the Payroll Specialist.
- **Assist in Recruitment Process:** On-Boarding and New Hire Processing
- **Drug Free Workforce Program Administration**

## Work Hours/Conditions

- This is a full-time, salaried position working a minimum of 40 hours per week
- Typical work schedule is Monday through Friday, 8 am to 5 pm
- Majority of work takes place in a controlled office environment with minimal noise level
- Must be able to travel for annual conferences and training throughout the nation (<15% of work requires travel)

## Education/Experience

- Bachelor's degree in Human Resources or related field preferred
- 0 - 3 years previous experience working in Human Resources or related field
- HR generalist skills in benefit administration, payroll, recruitment, and employee relations preferred
- HR regulatory compliance and employment law knowledge preferred

## Knowledge, Skills and Abilities

- Excellent interpersonal skills and communication skills
- Ability to maintain confidentiality and conduct duties in a professional manner.
- Good Decision Making & Judgment Skills; Solution Focused.
- Advanced Proficiency in Microsoft Office, HRIS and Payroll systems; Database management skills a plus.
- Excellent organizational/project management skills; manages multiple priorities with frequent interruptions.
- Diligent attention to detail.

- Maintains a sense of urgency during activities, projects, and daily tasks.
- Displays on-going commitment to learning; stays current on HR related laws, regulations, and best practices.
- Ability to create and interpret regulations, legal documents, plan documents, etc.

**Certification/Requirements**

- Must possess a current driver license and maintain an insurable driving record.
- Must be able to complete and pass CPR and First Aid training. On-job training provided.

**TEC is an Equal Opportunity Employer and Offers Competitive Benefits**

TEC is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. TEC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications.

Equal Opportunity Employer/Affirmative Action Employer: Disability/Veteran

TEC offers competitive benefits including: Health/Dental/Vision Insurance, Life & Disability Insurances, 401k Retirement Plan, NRECA Pension, and Sick Leave and Vacation distributions.

TEC will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, sexual orientation, gender identity (including gender expression), national origin, age, marital status, genetic information, pregnancy, disability, family, military or veteran status, or any other status protected by state or federal law.

Only qualified electronic job submissions will be considered for employment. If you need an accommodation during the application process due to a disability, please send an email to: [HR\\_Personnel@taylorelectric.coop](mailto:HR_Personnel@taylorelectric.coop) and your request will be forwarded to the appropriate person.

TEC reserves the right to alter, change, modify, and/or terminate this job posting at any time without notice, or obligation, to any party.

**How to Apply**

Applicants may apply for this job by completing and returning an employment application which can be located on our website, [TaylorElectric.com](http://TaylorElectric.com), or at either office location. A full job description will be provided to qualified candidates.

**Applications received after the deadline will not be considered** unless further applications are sought. For more information, contact Human Resources at 325-793-8533 or [HR\\_Personnel@taylorelectric.coop](mailto:HR_Personnel@taylorelectric.coop).