



PERSONAL PROPERTY
THE EASE OF
DOING BUSINESS

HUMAN RESOURCES SPECIALIST

Southern Insurance Underwriters, Inc. – Alpharetta, GA

POSITION NATURE AND SCOPE:

Rely on instructions and pre-established guidelines to perform the functions of the job. Work under immediate supervision while also exercising independent judgment and management.

- Manage time tracking process and software to include Paid Time Off (PTO) accruals and usage.
- Maintain confidentiality of personnel records, employee relation issues, background check reports, medical situations and other personal/sensitive data.
- Perform monthly benefits reconciliation.
- Responsible for coordination of payroll communications.
- Assist with select payroll procedures and payroll record adjustments.
- Process new hires and terminations in payroll system.
- Maintain all personnel records both by imaging and paper filing.
- Provide ad hoc and other scheduled reports.
- Responsible for front desk coverage when scheduled.
- Assist with company activities and other projects.
- Develop and maintain relationships with employment agencies, universities and other recruitment sources.
- Support the recruiting process through resume screening, initial interviewing and candidate interview coordination.
- Recommend, develop and schedule training and development courses.
- Assist with employee training to include maintaining Continuing Education class schedule and Certified Managing General Agent training, track participant training records, coordinate meals, and lead communication with AAMGA University.
- Track review dates and provide all department managers with employee review documentation, monitor and follow up for receipt of completed self-reviews and performance reviews.
- Conduct new employee orientations and ensure all necessary paperwork is properly completed.
- Administer benefits to employees and communicate with broker.
- Recommend, develop and maintain human resource databases, computer software systems, and user manual/electronic filing systems.
- Perform specific research/investigation into operational issues, as requested.



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- Create and maintain all Human Resources forms and brochures to include new hire payroll form, benefits, eligibility forms, on-line processes, etc.
- Process new hires and terminations in payroll system.
- Perform other projects as assigned.

EXPERIENCE:

- 2-5 years of administration, preferable in Human Resources, experience required.
- Familiar with standard concepts, practices and procedures within the insurance industry.

REQUIREMENTS:

- High School Diploma or equivalent.
- Proficient in Microsoft Office products to include Outlook, Word, Excel and PowerPoint.
- Ability to adapt quickly to new software applications.
- Demonstrates impartiality and helpful concern for employees.
- Professional verbal and written communication along with strong interpersonal skills.
- Ability to work in a team, productivity based environment.
- Ability to multitask efficiently and accurately in a fast paced environment.
- Strong organization and prioritization skills.
- Must possess initiative and drive to make positive changes to processes.
- Detail oriented with strong problem resolution and research skills.
- Ability to analyze a situation and implement a solution.
- Must be customer focused.