

OneRain Incorporated – Job Description

Title: Human Resource Specialist
Reports to: Chief Financial Officer
Location: Longmont, Colorado
Job Type: Full-time
Salary: Commensurate with experience

Job Summary

OneRain Incorporated is in search of an experienced Human Resource Specialist to support all human resource functions. OneRain Incorporated is a dynamic company which is involved within the environmental monitoring domain and specializes in providing real-time data and services. This is an excellent opportunity for a business professional who thrives in a busy workplace and enjoys working for a company which provides mission-critical services.

Duties and Responsibilities:

- Responsible for all payroll processing, including new hires, status changes and terminations.
- Administer health insurance programs, including medical, dental, vision and other benefit plans.
- Assist with the administration of the 401(k) program, including enrollments, rollovers, loans, and withdrawals.
- Help coordinate hiring activities including screening, interviewing, reference checking, preparation of offer letters, and publishing job postings internally and externally.
- Coordinate new employee orientations, preparation of incoming hiring packets and updating information.
- Assist in managing on boarding, new hire and termination processes.
- Preparation of annual reports such as 5500 returns, EEOC and other requests.
- Oversee all Worker's Compensation claims, ensuring records are complete and accurate.
- Investigate work-related accidents and prepare reports for insurance carrier.
- Respond to inquiries regarding human resource policies, procedures and programs.
- Help maintain our Employee Handbook, job descriptions and personnel-related forms.
- Assist with company insurance needs such as certificates of insurance, waiver of subrogation and maintaining company drivers list.
- Assist in state certifications, annual reports and business licenses.
- Provide support and encouragement to employees and managers in performing their job duties and demonstrate empathy, integrity and professionalism to staff when handling sensitive and /or confidential employee relations issues.
- Office management support including handling in-bound phone calls, supply ordering, and scheduling of events.
- Complete special projects as needed within the general scope of the required qualifications.

Knowledge, Skills and Abilities:

- Interpersonal skills – ability to focus on solving conflict and not blaming. Maintains strict confidentiality, listens to others without interrupting, keeps emotions under control.



HEADQUARTERS
1531 Skyway Drive
Unit D
Longmont, CO 80504

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information@onerain.com

- Oral communication – ability to speak clearly and persuasively in positive or negative situations, responds well to questions, demonstrates group presentation skills.
- Written communication – ability to write clearly and informatively, edits work for spelling and grammar. Able to present numerical data effectively as well as interpret written information.
- Teamwork – ability to balance team and individual responsibilities, exhibits objectivity and openness to others’ views, ability to support everyone’s efforts to succeed.
- Business acumen – able to understand business implications of decisions.
- Ability to multi-task and adhere to strict time schedules.
- Detail-oriented with strong organizational skills.
- Commitment to staying current on legal and regulatory requirements.
- Computer literate skills – ability to use MS Word, Excel and other software applications.

Credentials and Experience:

- Bachelor’s Degree (B.A.) from four-year college or university, or equivalent combination of education and experience.
- Five years or more of related experience including payroll and human resources.
- Experience understanding HR/payroll systems including state and wage laws. ADP, Employee Navigator and TSheets experience a plus.

If you are interested in applying for this position at OneRain, please e-mail, or mail your cover letter and résumé using the information provided below. When submitting your résumé, please reference the job title as it is described here.

No phone calls or faxes please.

E-mail

resumes@onerain.com

Mail

Attn: Human Resources
 OneRain Incorporated
 1531 Skyway Drive, Unit D
 Longmont, CO 80504

Equal Opportunity Employer

OneRain Incorporated is an Equal Opportunity Employer. It is the policy of OneRain Incorporated to provide a fair and equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. OneRain’s commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.

