



Human Resources Specialist – Leave Coverage – Temporary Position
32-40 Hours Week – Starting late July through December 2017

Excellent opportunity to be part of The Redwoods, a non-profit, stand alone, multi-level retirement facility located in southern Marin County California. The organization's mission is to provide and maintain a creative, affordable community that promotes good health, well-being and security for a diverse group of elders. www.theredwoods.org

Voted Best in Marin 2014 through 2017

Competitive pay

The **HR Specialist** performs, as delegated or assigned, human resources duties at a professional level in some or all of the following functional areas: employment (hiring through separation) processes; benefits administration, HRIS entry and reports, training and events, and recruitment. Administrative / functional support duties include but are not limited to scheduling appointments, maintaining files/filing; processing forms/applications; position posting; meeting preparation. All responsibilities and duties require attention to detail, accuracy, adherence to compliance requirements, and confidentiality.

Primary areas of responsibility will include:

- **BENEFITS** - Day-to-day benefits administration and open enrollment benefits support
- **DATE BASE, EMPLOYEE Electronic FILE MANAGEMENT** - HRIS entry and reports (ADP Workforce Now)
- **CLAIMS – WORKER'S COMPENSATION** Processing
- **HIRING, ONBOARDING through SEPARATION PROCESS SUPPORT**

Qualifications:

- Extensive knowledge of computer software (Microsoft Office Suite), computer hardware and computer servers.
- Knowledge of electronic Human Resource Information and Benefit Administration systems, or equivalent - ADP Workforce Now preferred.

- Minimum of one to two years of experience in Human Resources and/or equivalent education/training, with basic understanding and knowledge of Federal, State, and Local laws, and of assigned functional areas. Demonstrated interest in expanding understanding and knowledge of Human Resource functional areas.
- Ability to operate most standard office equipment.
- Attention to detail in composing, typing and proofing materials, establishing priorities, and meeting deadlines.
- Good to excellent spelling, grammar and written communication skills.
- Excellent telephone and oral communication skills.
- Ability to maintain a high level of confidentiality. Possess integrity, discretion, and sound judgment.
- Ability to take direction and perform independently.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

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. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

TO APPLY

EMAIL: Humanresources@theredwoods.org Apply by return email with cover letter and resume.

Or apply in-person at The Redwoods: 40 Camino Alto, Mill Valley, CA 94941

The Redwoods is an equal opportunity employer. Organization policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws.