AC Moore – Berlin NJ

TITLE: Human Resources Assistant

DEPARTMENT: Human Resources

REPORTS TO: Benefits and Compensation Manager

WORK SCHEDULE: 8:30AM – 5:00PM; Monday - Friday

SUMMARY:

The primary role of the team member in this position is to provide administrative support to the Human Resources department team members. Key areas of responsibility include: administrative support, responding to store and team member requests, managing the HR Support email and phone line, along with special projects as assigned. This team member must act with the A.C. Moore Values in mind: People, integrity, desire to be the best, passion, enthusiasm and new ideas.

ESSENTIAL JOB FUNCTIONS:

• Perform a wide variety of clerical, technical, administrative and office support duties in support of the Human Resources Department.
  
  • Monitor the HR Support Inbox and phone line by routing emails to the appropriate team member, responding to emails as able, and escalate concerns when necessary.
  • Organize, compile, and deliver HR projects as needed, to include copying, faxing, binder compilations, etc.
  • Create, file and maintain documents associated with corporate and store salaried personnel files.
  • Coordinate, mail, and track necessary leave paperwork in accordance with internal work flow process.
  • Provide reporting to payroll to ensure all time out of work is accurately reflected.
  • Coordinates follow up with team members, management and related vendors, tracking status of leaves, and coordination of efforts between all related parties in the LOA process.
  • Provide weekly reporting to Benefit Administrator containing team members with benefits who are on leave.
  • Respond to employment verifications that cannot be answered through the Work Number.
  • Follow-up on noncompliance of documents associated with company personnel files.
  • Gather and send required materials to new stores in preparation of grand opening.
  • Respond to subpoena’s for employment records.
  • Sort and distribute HR department incoming mail.
  • Ensure New Hire Kits are kept current.
  • Liaise for Labor Law Poster vendor to ensure posters are up to date and in each location.
  • Administer Team Member Recognition Program.
  • Review vendor invoices for accuracy and obtain approvals for processing.
  • Track and file EEO-1 forms.
  • Assist with special projects and other assignments, as needed

Experience & Educational Requirements

• 1 -3 years of relevant experience in Human Resources; within retail industry preferred.
• Excellent verbal and written communication skills.
• Must be accurate and attentive to detail.
• Ability to assist and support others.
• Strong initiative; requires little direction to accomplish work effectively and accurately.
• Experience with Microsoft Office system (Word, Excel, PowerPoint, outlook) required.
• Experience with Microsoft Visio, a plus.
PHYSICAL REQUIREMENTS:

Work is performed in a standard office environment. Team Members must be able to successfully perform the essential functions of this job, with or without a reasonable accommodation.

FLSA STATUS:

- **Non-exempt**

  *This job description should not be construed to imply that these requirements are the exclusive standards of the position.*

  *Incumbents will follow any other instructions, and perform any other related duties, as may be required by their Manager.*