

Job title: Human Resources Temporary Associate

Location: Egg Harbor Township, NJ

Link to posting: <https://www.spencersandspiritjobs.com/en-US/job/human-resources-temporary-associate/J3M6T86FK08WWXNHZ8N>

JOB DESCRIPTION

Come work with us at **Spencer's & Spirit Halloween**, where you'll be working with the best and brightest colleagues as you help us deliver the most fun experience and product possible to our guests. We're fast-paced and take our work seriously, but we always have a good laugh at the end of the day. Walk through our stores or the halls of our corporate office and you'll see firsthand that we're laidback and irreverent. We're firm believers in being true to YOU, so tattoos and piercings are as common as watercooler convos. Whether it's critiquing our new exclusive costumes or quality testing newly implemented software technology, our teams understand the importance of working collaboratively to challenge status quo and achieve our goals. We keep pushing ourselves to go above and beyond and are looking for top talent to become a part of our team!

- Data entry into Access and Excel
- Respond to workers' compensation questions and injury reports
- Complete follow-up and documentation regarding injury reports
- Administration of employment verifications
- Escalate calls, questions, and situations as appropriate
- Additional responsibilities as assigned

Qualifications

- **Technical Skills:** Computer proficiency and experienced in use of Microsoft Office
- **Additional Skills:**
- Exhibit a professional, positive attitude and work ethic
- Well organized, detailed oriented, and able to adjust to changing priorities
- Strong problem solving, critical thinking, and analytical skills
- Ability to work with and communicate effectively with internal and external customers
- Excellent verbal and written communication skills
- Ability to handle confidential information with discretion and professionalism
- Minimum 2 years of HR experience
- Degree or Certificate in related HR environment is a Plus

Physical Requirements

- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body
- Must be able to operate a computer

- Must be able to exchange accurate information

Posting should run: until June 1st

Contact info: Shayna.lowenstein@spencergifts.com