

HR ADMINISTRATOR-Shared Services

Location: New Castle, DE

Salary: \$49,578 to \$58,327 (Grade L)
(Commensurate with experience and skills)

Opening Date: October 22, 2021

Closing Date: November 5, 2021

I. POSITION SUMMARY

The Human Resources Administrator – Shared Services provides administrative support for the transactional functions in Payroll/Compensation, Education & Development, and Talent Acquisition. This includes employee processing, on-boarding, payroll processing and reporting functions. Emphasis is on coordination of Shared Services transactional activities and the accurate and efficient data entry into various systems. The nature of this work is highly confidential and requires professionalism and discretion in interfacing with employees, management, and external customers.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists CHRO on special projects and provides general support as required
- Assists with the execution of Authority-wide Human Resources transactional processes
- Assists with leave administration and employment verification functions
- Backs up HR Shared Services Supervisor in HR vendor invoices processing ensuring accuracy of all changes and rates for submission and signoff by functional managers and generates check requests for vendor payments as appropriate
- Backs up HR Administrator-Payroll
- Supports setup of purchase orders and departmental budget tracking
- Enters all new and rehired casual employee data into Munis to include personal data, job and compensation information, tax withholdings, etc.
- Processes casual separation information in Munis
- Maintains operations by following policies and procedures; reports needed changes to the appropriate functional manager
- Prepares memos, letters, forms, and general correspondence in support of HR processes and activities
- Assists in the development, implementation, and monitoring of human resources metrics for all human resources functions Authority-wide; this includes creating data analytics initiatives
- Assists with the coordination and posting of departmental communications
- Assists with contractor badging processed through the Human Resources Department
- Maintains customer confidence and protects operations by keeping information confidential
- Assists with other duties as required
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to exercise judgment within generally defined guidelines and instructions
- Ability to maintain confidentiality
- Effective oral and written communications skills with the ability to communicate in a clear and concise manner
- Demonstrated effective computer skills in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint)
- Strong data analysis, data verification, problem-solving abilities, and data entry skills; proven attention to details
- Excellent organizational skills; ability to coordinate resources to complete projects on time; ability to prioritize and handle multiple projects simultaneously
- Ability to establish and maintain effective working relationships and work in a team environment
- Ability to provide excellent customer service to all internal and external customers

IV. REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma or appropriate equivalent years of experience required
- Associate's Degree in General Business or Business-Related field preferred
- At least three (3) years' experience in Human Resources administration using a human resources information system (HRIS)
- HR certification preferred (i.e., PHR, SHRM-CP, etc.)

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid Driver's License

VI. ADDITIONAL REQUIREMENTS

- Subject to drug test, background investigation, and pre-employment physical
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Required to complete and pass online training in HIPAA security and privacy requirements within six (6) months of assuming position
- May be required to work after hours to provide assistance on special projects to meet business objectives

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.