



Position: Human Resource Representative

Location: Jefferson Hills, PA & Donora, PA

Employment Type: Full-Time

Job Summary: Apex International is seeking an experienced Human Resource Representative who will be responsible for business knowledge and Human Resource expertise. The successful candidate will play a key role in the organization by offering guidance on recruitment, terminations, performance reviews, employee relations and Human Resource best practices while facilitating a relationship between personnel and management.

Responsibilities & Duties:

- Perform all administrative work for the Human Resources Division of Apex North America
- Proper Personnel Record Keeping (both digitally & hard copy files)
- Assist with new hire process, including paperwork, setup in Sentric workforce and benefits enrollment
- Handle new hire orientation
- Help with recruiting as needed
- Assist with safety and employee training
- Oversee benefits administration, including 401k quarterly education coordination
- Track & update PTO, sick leave and other leaves of absence
- Implement and administer company policies
- Maintain ongoing relationships with employment agencies to ensure selection of the most qualified candidates
- Aid with terminations, including termination and severance letters
- Ensure job descriptions are up to date, accurate and compliant with federal, state and local laws for all positions
- Identify ways to improve policies and procedures
- Communicate with employees about compensation, benefits and all other facets of employment
- Respond to employee questions and complaints in a timely fashion by investigating and facilitating resolution of any arising employee issues
- Ensure all employment practices comply with federal, state and local regulations



Qualifications & Skills:

- Bachelor's Degree in Human Resources Management
- 5+ years experience in Human Resources
- Detail oriented and organized
- Expertise in Human Resource policies and procedures
- Strong knowledge of hiring process, benefits administration, payroll and other HR functions
- Understanding of HR best practices and current regulation
- Sound judgment and problem-solving skills
- High level of professionalism and discretion
- Demonstrates effectiveness in written & verbal communication
- Experience in MS Office Suite
- Experience with legal documents (employment contracts, severance agreements, etc.)
- Experience with Sentric WorkForce a plus