

Liberty Electronics, Inc.
189 Howard Street
Franklin, PA 16323
www.libertyelectronics.com

814-432-7505
Fax 814-432-7050

Human Resources Department – HR Benefits Specialist

Liberty Electronics, Inc. in Franklin, PA has an immediate opening in their HR Department for a qualified HR Specialist who is a people person, has good communication skills and maintains professional behavior at all times.

Description of Job Responsibilities:

- ❖ Is responsible for the entire scope of employee benefits administration
 - Monthly Employee Meetings
 - Monthly Insurance bills
 - Open enrollments
 - Employee Changes
 - Plan Changes
 - Wellness Program
 - Employee Assistance
- ❖ FMLA administration
 - Maintaining knowledge of current FMLA regulations
 - Administering all associated paperwork
 - Meeting with employees including follow-up/routine paperwork and question
 - Leave tracking
- ❖ Interviewing
 - Posting position
 - Reviewing applications/Resumes
 - Conducting Interviews
 - Onboarding
- ❖ Will assist with
 - Employee/Company Events
 - Posting
 - Social Media
 - Job Fairs
 - Employee Write ups
 - Time and Attendance

Requirements:

- ❖ Must have outstanding communication skills
- ❖ Must have a high degree of accuracy
- ❖ Must be able to multitask
- ❖ Must have a valid driver's license
- ❖ Must be willing to have a flexible schedule and OT as needed
- ❖ Must have a HS Diploma/GED with 3 years of experience in an office/personnel procedures / Relevant experience or Associates or BS degree; PHR Certification is a plus or willing to obtain certifications
- ❖ Liberty Electronics must meet ITAR requirements