



Phillips & Cohen Associates, Ltd.

Position: HR Administrator

Discipline: Human Resources

Position Type: Salaried

Working Relationships

Reports to: SVP of Human Resources

Supervises: N/A

Interfaces with: All Employees

Overall Responsibilities

- Courteously greet all employees and visitors to the Human Resources Department
- Assist in administrative and clerical duties of the department
- Maintain daily, weekly and monthly spreadsheets related to the Daily Collections Reports
- Comply with company policies
- Comply with federal and state laws

Primary Job Duties

- Imputing, maintaining and reporting related to the Daily Collections Reports
- Imputing, maintaining and reporting statistics for the PCA Rewards Program
- Various clerical functions such as filing, maintaining various tracking spreadsheets, faxing, copying, scanning documents
- Collecting and verifying and entering vacation/sick requests
- Completing travel arrangements for all locations
- Other duties as assigned by management

Job Qualifications

- High school diploma or its equivalent
- Human resources experience
- Critical thinking skills, customer service, ability to multi-task

Demonstrated proficiency in the following areas:

- Computer literacy
- Microsoft Office software, primarily Excel, Word and Outlook
- Communication skills

Potential Career Opportunities

- HR Manager
- ER/Payroll Representative

Proprietary and confidential to Phillips & Cohen Associates, Ltd.