



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 Dept
- Assist in administrative and clerical duties of the department
- Responsible for maintaining 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, coping, scanning documents
- Collecting and verifying and entering vacation/sick requests
- Complete 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



Phillips & Cohen Associates, Ltd.

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

Potential Career Opportunities:

HR Manager

ER/Payroll representative.