



IYG Job Posting

Starting Salary rate: 48k-52k per year

Job Title: Sr. HR Specialist

Hours: Full Time

FLSA Status: Salaried

Location: Indianapolis (with some travel)

Position Summary:

The Sr. HR Specialist is part of the team responsible for HR functions at IYG, which include the full recruiting cycle, payroll processing, employee relations, performance management and benefits administration. The Sr. HR Specialist will be responsible for learning the compensation process and the procedures of our HR team, will oversee employee records, and will provide support to all IYG employees while working directly with the HR team. The person will also conduct parts or all of orientation and onboarding of new employees and will assist with other HR duties as needed, including investigations and the employee improvement process. They will support employees at all IYG locations.

Main Responsibilities:

- Assist with day-to-day operations of the HR department
- Provide Human Resources services for all IYG employees
- Compile and update employee records
- Answer employee questions about benefits and other HR-related topics
- Enter employee data in all necessary systems for processing of new hires
- Guide new employees through their first few weeks of employment at IYG and check in on a timely basis to ensure the onboarding process is going well
- Support the full stage recruitment and hiring process by sourcing candidates, conducting interviews and all other steps in the recruiting process
- Coordinate schedules for other interviews, the new hire start dates and orientation scheduling
- Complete steps in the new hire and background screening processes
- Work with General Counsel to ensure the organization follows labor laws and internal policies
- Be a liaison for employees to come to with questions or concerns
- Coordinate and complete HR projects in conjunction with others on the HR team
- Help to recruit interns and match candidates with openings
- Produce biweekly payroll by using relevant data and entering it as needed in the ADP system (absences, new deductions, garnishments, etc.)
- Provide training for employees on areas such as the accurate use of the payroll and time-keeping system and work with ADP on system issues
- Communicate with the Engagement team as needed for job postings

- Work with the hiring manager to determine who will be in the interview process and in what rounds
- Communicate with hiring managers and others in the hiring process as needed throughout the process
- Conduct orientation for newly hired employees and interns
- Promote and use employee recognition programs for service awards and employee birthdays as well as the monthly award winners
- Organize and compile background check results on Sharepoint for HR records
- Learn and be a back-up for all other HR related functions and responsibilities
- Other duties as assigned

Reports to: Sr. Director of HR and Safety

Positions Requirements:

- HR experience of at least four years
- Payroll experience of two years or more with ADP experience preferred
- Experience in social work or a non-profit environment is helpful
- Bachelor's degree in human resources or related field required
- Knowledge of labor laws, HR processes and regulations required
- Excellent organizational skills and strong communications skills
- Experience with public speaking and able to communicate well to groups or individuals
- Good knowledge and experience using Microsoft Office Suite
- Must be reliable with the ability to follow instructions and multitask
- Ability to keep all HR and employee information confidential
- Commitment to the mission and values of IYG, with an understanding of and desire to support the LGBTQ+ community
- Outstanding interpersonal skills with all employees, clients and others
- Able to pass all background checks
- Covid vaccinated with proof to provide (of first two vaccines)

**We encourage people of color, transgender, and non-binary people to apply. IYG is an equal opportunity employer and welcomes everyone, including non-LGBTQ+ people, to join our team. At IYG, we are dedicated to being diverse, inclusive, and authentic.