



HUMAN RESOURCES CLERK

Upper Merion Township, located in King of Prussia, PA, seeks a personable, self-starting, reliable **Human Resources Clerk** to support our Human Resources Department in their day-to-day operations.

The duties of the **Human Resources Clerk** include (but are not limited to):

- Responsible for maintaining excellent customer service in the Human Resources Department.
- Responds to basic employee requests and questions.
- Submits online investigation requests and assists with new-employee background checks.
- Conducts audits of payroll, benefits, or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Assists with the preparation of the performance review process.
- Assists with recruitment and interview process.
- Assist with open enrollment and ACA census reports.
- Tracks the status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Schedules meetings and interviews as requested by the Director of Human Resources.
- Makes photocopies; mails, scans, and emails documents; and performs other clerical functions.
- Maintain employee personnel, medical, confidential, and I-9 files.
- Assists or prepares correspondence as requested.
- Prepares new-employee files.
- Retrieves, date stamps, and distributes HR mail.
- Organize and maintain files online in the HR/Drive
- Audit files for regulatory compliance.
- Reorganize achieved files at the directions of the Human Resources Director
- Conduct Annual and new hire Federal Motor Carrier Safety Administration.
- Assists the Director of Human Resources and Benefits Manager with various projects as assigned.
- Keep an inventory of supplies for the Human Resources Department.
- Performs other related duties as assigned.

Minimum Education, Training, and Experience Required:

- A Bachelor's degree in Human Resources or Business Administration with two years of experience in employee benefits administration and related employee benefits administration work experience may be substituted for the required Bachelor's degree.
- Extensive knowledge of employee benefits and applicable laws.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient with Microsoft Office Suite or similar software.

- SHRM-CP or SHRM-SCP and CEBS or CEAS certification preferred.

Additional Requirements:

- Comprehensive knowledge of and ability to operate a personal computer and use general office equipment;
- Thorough knowledge of and ability to apply the principles and practices of Customer Service.
- Ability to use MS Office Suite including Outlook, Word, Excel, and PowerPoint.

Knowledge, Skills, and Abilities:

- Ability to verbally communicate effectively over the telephone and in person;
- Ability to make effective oral presentations to large groups of people;
- Ability to research, analyze data, and prepare related reports;
- Ability to maintain confidentiality and to respond to sensitive or complex issues with tact and diplomacy;
- Ability to utilize active listening and problem-solving skills;
- Ability to remain focused and professional in difficult situations;
- Ability to be empathetic while maintaining a professional demeanor;
- Ability to maintain accurate records, file systems, and manuals;
- Ability to provide excellent customer service to both internal and external customers;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective and cooperative working relationships with
- Ability to assume responsibility and exercise good judgment in making decisions within the scope of authority of the position;
- Ability to think and work effectively under pressure and accurately complete tasks within established times; and
- Ability to prioritize multiple tasks and meet deadlines.

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf>

and submit a **completed job application, cover letter, and resume** via email to hr@umtownship.org.

This role is a great opportunity to launch your career in HR and gain valuable insights into procedures such as employee onboarding, training, and compensation.

You will play a pivotal role in enhancing and streamlining our Department's HR functions, fostering a positive working environment, and contributing to overall organizational success.

If you are eager to make a difference in the Human Resources field, this position is perfect for you.

Applications will be accepted until the position is filled.

Equal Opportunity Employer