



Human Resources Clerk

30-hours a week, with potential of going to 40-hours

“Ongoing Virtual Opportunity”

What It Means by “Sharing the IFI Experience”

We are unique and some may describe us as being quirky in a fun way because we like to celebrate our differences; both personally and professionally. Things in our world are always changing, and our employees are challenged every day--either using new technologies or by the creation of perspectives through the lens of a kaleidoscope. Each day is different, and it is never the same old thing.

We offer an environment where you are continuously learning and there are opportunities for personal growth and development.

About the Career Opportunity:

This is a great opportunity for someone who wants to kickstart their career in the Human Resources profession by developing their HR skill sets in an employee-centric virtual environment. The position requires someone who can multi-task, change directions quickly, has strong attention to details and who is willing to support the clerical activities of the department in a multi-state environment.

Although, this position is currently 30-hours a week, it will more than likely become a 40-hour a week position and evolve to include other responsibilities and exposure to other HR-related areas. Current responsibilities will include:

- Updating and creating employee records by ensuring information is easy to access and in compliance with Federal/State regulations in a multi-state environment.
- On a bi-weekly basis assist in preparation and reconciliation of payroll/expense reporting.
- Establishing new tax id information as we enter into new states by working with our payroll provider and multiple state tax, PFML, state workers' compensation agencies and more.
- After each bi-weekly payroll run, prepares an excel file for the 401k plan and imports data accordingly, while maintaining confirmation records.
- Maintains and updates general use information like email groups, birthday/anniversary calendars in teamwork, employee telephone/email listing, employee address lists, gathers employee population information as required for insurance providers, Best Places to Work and other agencies as needed.
- Sets up monthly birthday card gifts, orders and tracks new hire equipment including records of what equipment has been sent to employees.
- Assists with any off-boarding processes by ensuring employees are properly removed from any and all listings (teamwork calendars, medical, dental, vision, 401k and other benefit providers) and prepares final checks.
- Creates a tickler file for 401k enrollments for new hires and coordinates financial advisor and broker introductions.
- Assists with team building and special events.
- Maintains and updates vendor listings including account numbers, billing and contact information.



- Ensures service award information is up to date, processes any vendor invoices for payment and forwards required information to Accounting.
- Assists in job postings adding/removing.
- Assist in scheduling interviews and sending out assessment links as needed.
- Assists in maintaining website content, setting up new hire training tutorials, ensures the General All Employee Box file has current and relative information.

What Qualifications & Talents Are Needed to Be Successful in This Role?

- High School Education/Equivalent, some college preferred.
- PHR certification preferred.
- Work experience as an HR Clerk, HR Officer or similar junior role in HR
- Good understanding of HR operations (recruiting, onboarding, training and compensation)
- Basic knowledge of labor legislation
- An ability to use all Microsoft Office products efficiently, including creating reports in Excel. Knowledge of HRMS preferred.
- Strong attention to details!
- An ability to pick up and learn new technologies quickly.
- You have excellent written and verbal communication skills. You make complex ideas understandable and craft requirements that are easy for multiple audiences to consume.
- You have excellent problem-solving skills, with demonstrated ability to create structure and manage ambiguity.
- You have an ability to manage multiple moving parts at a time and are highly detailed.
- You are comfortable operating in a fast-paced entrepreneurial environment.
- Ability to work well with different personalities (internally and externally).
- Self-disciplined.

Other Noteworthy Information About IFI:

Even though we are all working virtually, we continue to come up with *creative ways of having fun together*. We've by played Pub Trivia, have had live musical performances where we had to guess the artist and the name of the song, not to mention what we did this month for the holiday season where we went all out! ***We are always looking for adventurous and innovative ways to strengthen our bonds.***

If there is a special event in your life where you need to take off early or start later in the morning, we understand. ***Life and work should be balanced.***

We also make working remotely seamless. Before the virus, we had employees working across the US in multiple time zones and made special efforts to make them feel like they were working side-by-side with their other team members.

Did we mention, we also received an award for being one of the ***top 100 employers in 2020 & 2021?*** Come and look inside our organization by reviewing us on Facebook, Instagram and of course, our home page at www.IFIprofessionals.com.

You will be surprised at how much fun working can be with a great team of talented colleagues and business leaders.