



## HR Specialist

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<b><u>Department:</u></b>	Human Resources
<b><u>Reports To:</u></b>	HR Director
<b><u>Direct Reports:</u></b>	N/A

### **Job Summary**

Founded in 1977, All Flex Solutions is a leading provider of specialty flex and rigid flex circuits, flexible heaters, and value-added assemblies for mission and life critical applications. All Flex products can be found in many applications and markets, including medical, defense, aerospace, semiconductor, industrial and telecommunications.

Reporting to the HR Director, the HR Specialist will sit in the Bloomington MN office and will be responsible for maintaining the HRIS system and providing professional administration of payroll, benefits, leaves, EEO/AAP, and HR Metrics for a Team of 375 and growing!

### **Responsibilities and Duties**

- Manage and administer the HRIS system. Researches and resolves issues. Set up and maintain employee records including (payroll, time off, benefits, personal information)
- Responsible for testing new releases of Kpay K-Pay ([Human Capital Management Solutions - BerganKDV](#)) HRIS system.
- Partner with HR Director to ensure compliance with government reporting obligations to EEO, AAP, Veterans Employment, and OSHA
- Conducts routine audits to ensure accuracy of data, correct discrepancies and or missing data
- Maintain HR Metrics
- Provide requested ad hoc and scheduled reporting
- Perform benefit administration including change reporting, processing enrollment, qualifying life events and review reports from plan providers to verify accuracy; resolves issues and discrepancies
- Audits and reconciles monthly benefit invoices
- Drives open enrollment process
- Processes payroll and performs payroll reconciliation activities
- Recommend process improvements
- Consult with HR Business Partners to develop solutions to issues and participate in functional projects

### **Education & Experience**

- Bachelor's degree in Human Resources or related field preferred
- Four (4) years of payroll and benefits experience required

### **Required Skills** (5-7 bullets identifying proficiency with various tools/programs, etc)

- HRIS experience with Kronos, UKG Dimension or K-Pay preferred
- Excellent written and verbal communication
- Experience using Microsoft Office

**Working Conditions**

- Work will be in an office environment

**Physical Requirement**

- Prolonged periods of sitting at a desk