

NELLA OIL COMPANY JOB DESCRIPTION

JOB TITLE: TEAM MEMBER, “HR Generalist: Benefits”

PREPARED BY: Robert Barnes

DATE: 7/26/08

APPROVED BY: Michael Belles

DATE: 8/5/08

SUMMARY:

This position coordinates all company benefit programs. Performs a variety of HR related functions, fills the receptionist position as needed and provides superior guest service to both internal and external guests. This position reports to the Director of Human Resources.

STATUS: Non-Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures timely notifications of eligibility and enrollment of Team Members in Company Benefit programs
- Reviews billings and ensures accuracy of information, processes payment and notifies carriers of any changes and/or discrepancies.
- Assists as back up to input new hires. Enters changes to personnel file information
- Processes Separations and notifies appropriate vendors regarding COBRA continuation
- Payroll Assistance: provides back-up to payroll processing and assists in monitoring and correction of vacation and sick hours posted and calculated by RMS system.
- Assures all medical deductions are accurate
- Complete employment verifications as requested – train HR assistant to process various types of verifications.
- Assist in processing unemployment claims through 3rd party administrator.
- Performs various personnel related matters including, but not limited to: Uniform orders; Name Badges; Reporting Drug Test Results; filing.
- Process and track all Leave of Absence requests. Follow up on restrictions for non-work related injuries/illnesses.
- Regular attendance at assigned worksite.

GENERAL RESPONSIBILITIES:

- Perform specific tasks as assigned by Supervisor.
- Promote and support company image standards.
- Cross train and act as back up for other positions in the department.
- Adheres to all city, county, and state regulations.
- Stay familiar with the Company Handbook and Company Policies.
- Communicate effectively with team members in other departments to resolve problems and provide information as needed.
- Work in a “SAFE” manner at all times and report all accidents immediately.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be capable of performing each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma, General Education Degree (GED) preferred. Three or more months of related experience are preferred. Other education and/or experience may be considered as a substitute.

LANGUAGE and/or COMMUNICATION SKILLS:

Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write simple correspondence. Ability to read and comprehend instructions as well as procedural manuals. Ability to effectively present information in one-on-one and small group situations to guests and other team members. Ability to communicate with Company personnel using the intercom, voice-mail and e-mail systems.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in order to carry out routine tasks in relation to the essential duties of the position.

COMPUTER SKILLS:

Ability to operate a personal computer with a general understanding of file management and Microsoft Office Suite © software. Ability to create and maintain excel spreadsheets including the use of formulas is necessary.

REASONING ABILITY:

Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties. While performing the duties of this job, the team member is regularly required to stand and talk or hear. The team member frequently is required to walk. The team member is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The team member must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. Must be able to examine documents, reports and other data in either hard copy or electronic form.

[Specific physical demands required for position]

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the team member rarely works in high or precarious places. The noise level in the work environment is usually moderate.